

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: (2-W-100-01 prior to 11/19), 11/19


No: 2-W-100-01a

Last Review Date: December 2021

Required Review Date: January 2024

Administrative Unit: Administration

Approved by:



Jared Seliger, PhD, CNMT
President

SUBJECT: Class/Event Cancellation Due to Weather or Road Conditions

PURPOSE: To clarify policies and procedures regarding Allen College operations during inclement weather and to ensure safety for students, faculty, staff, and guests

EFFECTIVE FOR: Allen College students, faculty and staff and guests using Allen College facilities

POLICY: The safety of students, faculty, staff and guests are always the primary concern in determining when face-to-face classes and events are cancelled, or the campus is closed due to inclement weather.

When weather or other conditions warrant a change in the College's daily operations (classes, meetings, events), the Allen College president (or designee in her or his absence) will determine whether to close the campus or cancel some or all classes due to weather conditions prior to the scheduled start of these operations when this timeline is feasible.

Students are located in a variety of geographical locations, which means different locations may experience different weather and road conditions. Therefore, students should consider their safety due to weather or road conditions when traveling to campus or to a clinical/fieldwork agency and determine if they should travel or delay travel. Students who elect to not travel or delay travel due to weather or road conditions will follow the procedure outlined on the following page.

PROCEDURE:

All College operations are cancelled.

1. Students will be notified of the College's closure in one or more of the following ways:
 - Allen College's emergency notification system.
 - Media outlets (i.e. local television and radio stations)
 - Social media
 - Allen College's website at www.AllenCollege.edu
2. Faculty with clinical/fieldwork teaching responsibilities will notify the affected clinical/fieldwork units of the cancellation.
3. Clinical/fieldwork experiences: Rescheduled at the discretion of the course faculty in consultation with the appropriate school dean.
4. Classes: Prior to the final examination period, any cancelled classes, including examinations, will be made up on the next scheduled class day.
5. Final examination period: In the event of College closure due to weather during the final examination period, all final exams will be delayed by one day.
6. Faculty and staff will notify any outside guests scheduled to be on campus.
7. For any non-Allen College events scheduled on campus, the facility scheduler will notify the event coordinator.

Students will contact the course instructor for answers to any questions regarding scheduling not addressed in this policy.

Students enrolled in a School of Health Sciences program will follow procedures as outlined in program(s).

The College remains open during inclement weather.

1. Faculty can elect to cancel their class or clinical/fieldwork due to inclement weather or road conditions.
 - A. Students affected will be notified in one or more of the following ways:
 - Announcement in Blackboard
 - Through the College's webpage at www.Allencollege.edu. Click on the weather icon at the top of the page to access.
 - Email
 - Phone call
 - Social media
2. Any student who determines they are unable to come to campus or to a clinical/fieldwork agency (or is delayed in doing so) because of weather or road conditions is responsible for the following:
 - Contact her/his instructor as early as possible to inform the instructor of her/his absence.
 - If the student is assigned to a clinical/fieldwork agency, the student will contact the clinical/fieldwork agency as soon as possible to inform the agency of her or his absence or late arrival.



- As soon as possible following the absence due to weather, the student will also contact the faculty member to discuss and schedule making up any missed classwork, including a missed examination.

Students will contact the course instructor for answers to any questions regarding scheduling not addressed in this policy.

Students enrolled in a School of Health Sciences program will follow procedures as outlined in program(s).