

CANCELLATION OF CLASSES BECAUSE OF BAD WEATHER

Classes at Western Wyoming Community College may be canceled because of bad weather. Weather may cause the entire College to close or may cause the cancellation of individual classes if it prevents an instructor from reaching the campus.

See following pages for procedure.

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CANCELLATION OF CLASSES BECAUSE OF BAD WEATHER

Bad weather may cause classes to be canceled. The College President or his/her designee may cancel all classes. Individual classes may be canceled if bad weather prevents an instructor from arriving on campus. Students may also, at times, have to miss a class because of weather.

Cancelling All Classes

The President has the authority to cancel all classes because of bad weather. In his/her absence, a designated administrator will make the decision.

Decision to cancel will be made as early as possible and announced to the public through local radio and television or other electronic communication modes.

Cancelling Individual Classes

In the event of a major storm, when the College does not cancel classes, but some highways or roads are closed, affected students and faculty are excused from attending classes. Faculty must make reasonable accommodations for absent students to make up any missed work. Faculty are not required to take a paid leave day. The absence would be reported as "other: Closed Roads."

In the event of a major storm, when the College does not cancel classes, but no roads have been closed, but "no unnecessary travel warnings" have been issued, students and faculty may use their own judgment regarding travel.

An instructor may cancel individual classes if he/she is unable to reach the campus because of bad weather. The instructor must contact his/her Division Chair or the office of the Vice President for Student Learning who will then notify the College Information Desk.

Full-time instructors must take a personal or paid time off day, or payroll deduct for such an absence if the roads are not closed. Part-time instructors must notify the Student Learning of the absence.

Student Absences

Students will not be penalized for classes missed during these times. Any student who cannot attend a class because of bad weather is responsible for contacting his/her instructor(s) and making up missed work.

Students may call the Information Desk for a list of cancelled classes.

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