



Title: #VIII-2. WVU Parkersburg Closing Procedures

Date: October 25, 2024 (replaces version dated February 7, 2013)

1. **A declaration of a weather emergency by the governor does not automatically close WVU Parkersburg campuses or offices.** In addition, cancellation or delays announced by local K-12 county school systems do not affect WVU Parkersburg.
2. **Generally it is the university's policy to maintain its normal schedule, even when conditions are inclement.** Any decision to cancel or delay classes—or to close the university or a divisional campus or office—will be made after university administrators have consulted about the condition of campus grounds and facilities, and reviewed area road conditions. **Decisions regarding morning cancellations or delays will generally be made and announced by 6 a.m.**
3. Should there be weather conditions that make travel potentially dangerous, students and employees are reminded to use their own judgment before venturing out. **In all cases, communication is key.**
 - **Students** should inform and work with their instructors regarding expected absences from classes due to weather, including any updates to their course schedules and assignments. Nursing, surgical technology, and other students in clinical rotations should contact their supervisors for specific instructions regarding inclement weather.
 - **Faculty members** should make every effort to notify students in advance if they need to cancel or modify a class meeting.
 - **Employees** who are prevented by weather conditions from getting to work or getting to work on time should notify their supervisor as soon as possible to make arrangements to charge accrued annual leave or compensatory time (in the event compensatory time is owed them) for the portion of the workday missed. **Employees are not permitted to work from home as a matter of convenience or as an alternative to using accrued annual leave or compensatory time.**
4. **Decisions about classes will be made by faculty, in conjunction with department deans, using the guidance below:**
 - Classes offered **on-campus** (in a **face-to-face format**) will not meet on-campus. Instructors *may* arrange for synchronous, virtual meetings or may

provide additional learning activities in lieu of a class meeting. Faculty will need to communicate with students in advance of the scheduled class meeting time.

- Classes offered in a **synchronous, virtual format** will meet virtually according to the regular schedule.
- Classes offered in an **asynchronous, online format** will continue without weather-related interruptions.

5. How will I know if there are delays or cancellations?

- When it is necessary to alter the college's operating schedule in response to weather conditions, every effort is made to notify everyone affected—students, faculty, staff and the general public—expeditiously and comprehensively in the following ways:
 - a. **WVU Parkersburg homepage** (The authoritatively correct statement of the institution's operating status is to be the message across the top of the homepage.);
 - b. **Rave alert**, automated text messages, e-mails and/or phone calls;
 - c. **Social media** - WVU Parkersburg on Facebook, and Instagram; and
 - d. **Local television and radio stations**

6. The following terminology is commonly used in notifications:

- **College Closed:** Only essential personnel required to report;
- **Classes Cancelled:** Offices open;
- **Delay:** Classes and office openings are delayed.
- **Class operation under delays:** Under both categories of delay, students should go to the class that would begin at the stated delay time or the class that would have convened within 30 minutes of the stated delay time. A two-hour delay means that classes that begin at 10 a.m. and later begin on time. Classes that begin at 9:30 a.m. meet at 10 a.m. and continue for the remaining normal schedule of that class.

In the event of delays and cancellations, many units will remain operational, including maintenance, security, and others. These units are reminded to review their emergency internal operating procedures. Certain critical and emergency employees may be required to report to work on time or earlier than normal despite the particular delay code or cancellation announced.

Responsible Administrator: President, 304-424-8200