Responsible Executive: Provost and Vice President for Academic Affairs

Responsible Office: Vice Provost for Academic Operations

Effective Date: TBD

Last Revised: Not Applicable

# **Emergency Closures and Class Cancellation**

## **Policy Summary**

Emergency closures of university sites will lead to the cancellation of regularly-scheduled class meetings in order to enable faculty and students remaining off-site during the duration of the closure.

## **Reason For This Policy**

Coordinated policy guiding class meetings during an emergency will promote consistency in the impact of emergency closures on faculty and on the student experience across classes.

## **Entities Affected By This Policy**

* All colleges and instructional units

## **Who Should Know This Policy**

* All students, faculty, and administrators

## **Definitions**

**Emergency closure**: The closure of a campus facility or site due to events such as severe weather or other type of emergency.

## **Policy**

1. In the event of an emergency closure of a campus’s facilities or an entire campus site, all class meetings scheduled to occur at the impacted site on the date of the closure will be cancelled.
2. Impacted faculty and students are expected to remain off-site during closures.
3. Faculty will communicate with students their expectations for how the learning outcomes of the cancelled class meeting will be fulfilled, as appropriate to the subject matter and course design. However, such expectations may not require rescheduled class meetings or meetings beyond those regularly scheduled.
4. Closures are determined independently for each of the institution’s campuses and statewide sites and only impact the specific sites identified in institutional closure-related communications.

## **Responsibilities**

**Faculty**: articulate, and clearly communicate to students, expectations for how learning outcomes of cancelled classes will be fulfilled; remain off-site during the duration of the emergency closure.

**Students**: satisfy faculty expectations for fulfilling learning outcomes of cancelled classes and remain off-site during the duration of the emergency closure.

## **Procedures**

There are no procedures associated with this policy.

## **Related Information**

### **Forms or Tools**

There are no forms or tools associated with this policy*.*

### **Cross-References**

[Administering Final Exams](https://nau.edu/university-policy-library/administering-final-exams/)

### **Sources**

There are no external sources associated with this policy*.*

## **Appendix\***

None.