

Title: Class Cancellation Due to Inclement Weather or Emergencies Policy

Responsible Unit: Executive Committee

Approval by: Academic Excellence Committee, Dean's Council

Effective Date: November 15, 2018

Introduction

This policy is intended to establish the protocol for cancelling face-to-face, hybrid, and online class sessions due to inclement weather or other emergencies. The primary purpose of this policy is to ensure the safety of all faculty, staff, and students at the School of Professional Studies. To this end, during times of inclement weather or other emergencies faculty, staff, and students will receive the same directive regarding the cancellation of class sessions, which will come from the SPS Executive Committee.

Policy

In times of inclement weather or other emergencies, Columbia University's Emergency Management and Operations Team sends out a notification about safety or closures. This policy establishes that **ALL** SPS courses regardless of modality are to comply with Columbia University's guidelines for closure. Therefore, all face-to-face, hybrid, and online class sessions will be cancelled if face-to-face classes are cancelled on campus as announced by the University. This policy doesn't extend to face-to-face classes offered in San Francisco.

Relevant University policy: Emergency Response Policy

In the event of a Winter Storm Emergency or Weather Advisory, the following steps should be taken:

- Check your Columbia email and voicemail for alerts
- Check the Columbia Preparedness website: <http://preparedness.columbia.edu/alerts>
- Call the Columbia main switchboard at (212) 851-1754 to hear recorded updates
- Look on the <http://columbia.edu> homepage for notifications
- Check local news sources for closure updates in times of inclement weather or other emergencies