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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Delay/Cancellation of Classes Due to Adverse Weather 5.12**

Responsible Division: Instructional Services

Date Approved: July 1993

1. Under extreme/adverse weather conditions that may affect the personal safety of students and faculty, college and academic administration may cancel or delay the time for classes to begin.
2. If there is a decision to cancel or delay classes, announcements will be made over the local and regional radio and television stations. The college will not notify this media to announce that the college will have classes as usual.
3. Each student and faculty member must evaluate individual circumstances to determine if it is safe to attempt to attend college that day.
4. Employee absences due to adverse weather conditions are covered in Leave/Absences Policy in Chapter 4 of the Policies and Procedures Manual.

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