

CAMPUS CLOSURE

PURPOSE	This policy establishes the process for delays and closings of Lee College in the event of severe weather, power outages, chemical spills, etc. This policy applies to the main campus, McNair Center, Liberty Center and Huntsville. This document does not replace Lee College's Emergency Response Plan. See Administrative Regulation DEA-R for employee compensation during college closure.
DECISION TO CLOSE CAMPUS OR SPECIFIC BUILDINGS	The President is responsible for campus or building closure decisions and is the official designated to authorize and post notification of college, campus, or building closings. Notice of college, campus and building closings will occur through the Emergency Alert System and will be placed on area radio and television stations, the LC website, and the college phone system. Specific information is listed at the end of this memo. If no cancelations are announced, it should be assumed that the College is open and classes are being held.
DECISION TO CANCEL ONE OR MORE CLASSES	Department chairs are responsible for individual class cancelations. Faculty must notify their chair if they are unable to teach, and the department chair will attempt to find a substitute instructor before deciding to cancel the class. Course cancelation decisions must be made at least two hours prior to the start of class unless advance notification is impossible due to the nature of the emergency. Students will be notified of course cancelations by their instructors using email and notifications placed on Blackboard when applicable, and the dual-enrollment department will be notified if dual-credit students are enrolled.
DECISION TO GIVE STUDENTS, FACULTY AND STAFF THE OPTION TO MISS CLASS/WORK	The President is responsible for deciding to give students, faculty and staff the option to miss class or work. This option is generally used when an event has a disproportionate impact on a minority of residents in the college's service area. Notification to students, faculty and staff will follow the same process as for a campus closure.
TIMING OF ANNOUNCEMENTS	<p>When possible, notification of the college, campus or building closure will be made by the following times:</p> <ul style="list-style-type: none"><li>• Morning cancelation or closing—announcement by 5 am.</li><li>• Afternoon cancelation or closing—announcement by 9 am.</li><li>• Evening cancelation or closing—announcement by 2 pm.</li></ul> <p>Weekend Classes</p> <ul style="list-style-type: none"><li>• Weekend cancelation or closing—announcement by Friday close of business</li></ul>
WHEN COLLEGE, CAMPUS OR BUILDINGS ARE CLOSED	A message will be sent out to all students, faculty and staff notifying them of the closure. This communication will also be posted on the Lee College website and all social media channels. A notification via Navigator Alerts will also be disseminated. All media outlets

and education partners will be notified of the campus closure. A follow-up message notifying impacted parties of the college's reopening will be sent and posted on the Lee College website and social media.

If a building is closed due to a power outage, gas leak, etc. this does not always mean a class is canceled. Students should check the Lee College website and myLC email and Blackboard to determine if their class has been impacted.

WHEN STUDENTS,  
FACULTY AND STAFF  
ARE GIVEN THE  
OPTION TO MISS  
CLASS/WORK

Providing the highest quality education experience to Lee College's student population makes it imperative that the campus be closed only in the most severe circumstances. There are occasions when an event may have a disproportionate impact on a minority of residents in the college's service area, such as localized flooding or a hurricane that misses the college's service area but damages a nearby area where many of our students, faculty and staff have friends and relatives who need assistance. In this case, the college will remain open to serve those who are not impacted, but will give others the option to miss class or work.

STUDENT  
ATTENDANCE  
WHEN CLASSES  
ARE NOT  
CANCELLED

Students should make their own decisions about whether to risk driving in heavy rain, flooding, or other severe weather conditions. All work in such cases can be made up as long as faculty members are promptly notified, and the work is completed in a timely fashion.

FACULTY  
CANCELLING  
SPECIFIC  
CLASSES

In those rare instances when classes are held college-wide, but a faculty member cannot get to class, that faculty member should contact the chair of their department. The chair will determine if the class will be canceled. If it is determined that the class will be canceled, instructors must give at least two hours' notice to students that a class is being canceled. If the notification of cancellation of a course comes within two hours of instruction, the class CANNOT be canceled and a substitute must be identified. If a class is canceled, instructors and/or the division need to contact students to notify them of the cancellation. This communication should be in the form of email, Blackboard, and phone. The chair needs to notify deans and director of dual-enrollment immediately upon cancellation, if applicable. The director of dual-enrollment will contact the education center manager(s) to notify them of classes canceled on their specific campuses. College-wide announcements will not be made for class cancellations by individual professors or programs.

STAFF WHO  
CANNOT REPORT  
TO WORK

Staff who cannot reach campus, or those who feel they must leave before an official closing, should work with their supervisors to ensure that required work is accomplished. This may mean making up time at a later date. Staff will be required to take personal leave or vacation for the days they miss.

DUAL CREDIT  
STUDENTS: WHEN  
THE SCHOOL  
DISTRICT IS CLOSED  
BUT THE COLLEGE IS  
NOT

Students are responsible for abiding by both College and School District calendars when participating in dual credit and concurrent enrollment; however, when a School District cancels classes due to inclement weather or other events, students are excused from class.

- When there are differences in calendar schedules and College classes are being offered off the high school campus when the School District is not in session, the student is responsible for attending the college course.
- When there are differences in calendar schedules and the College is not in session, the School District is responsible for providing personnel to supervise dual credit students.
- When the School District is closed due to inclement weather or issues, students will be excused from attending college courses without penalty.

WHEN CLASSES ARE  
CANCELED OR THE  
COLLEGE IS CLOSED

When announcements state, **“Lee College is closed”** the following will apply:

- All classes are canceled
- Administrative offices are closed
- Only staff required to maintain essential functions remain at work
- Hourly and non-exempt employees (i.e., classified staff) are not to work from home
- Administrators should, to the greatest extent possible, be available to attend calls and check email in order to make decisions during the closure.
- Student Support, Library & Computer Labs are closed
- All activities and events are canceled
- All Public Safety services continue
- Employees who are not required to maintain essential functions are prohibited from being on campus unless they get approval from the appropriate Vice President. Employees must also get approval from the Executive Director of Facilities or their designee, and must notify Security immediately before entering campus.

When announcements state, **“Lee College classes are canceled”** the following will apply:

- Classes are canceled
- Administrative offices remain open
- Student support, library & computer labs remain open
- Activities and events will continue unless otherwise specified

- All public safety services continue

When announcement state, **“Lee College face-to-face classes canceled”** the following will apply:

- Face-to-face classes canceled
- Computer labs are closed. Face-to-face student services and library services are closed
- All activities and events are canceled
- Online classes, LeeStreams, and the online portion of hybrid and Hy-Flex classes will take place as scheduled
- Only staff members required to maintain essential functions shall report to campus
- All public safety services continue
- Administrative offices will be open but will operate remotely
- Depending on power outages or other circumstances, communication with some offices may be unreliable
- Employees who are not required to maintain essential functions are prohibited from being on campus unless they get approval from the appropriate Vice President. Employees must also get approval from the Executive Director of Facilities or their designee, and must notify Security immediately before entering campus.

When announcement state, **“Lee College face-to-face classes on (specific campus) canceled”** the following will apply:

- Face-to-face classes on the designated campus canceled
- At the designated campus, computer labs are closed, and face-to-face student services and library services are closed
- Activities and events will continue unless otherwise specified
- Only staff members required to maintain essential functions shall report to the designated campus
- All public safety services continue
- Administrative offices at the designated campus will be open but will operate remotely
- Depending on power outages or other circumstances, communication with some offices may be unreliable
- All other campuses will continue standard operations
- Employees who are not required to maintain essential functions are prohibited from being on the specific campus unless they get approval from the appropriate Vice President. Employees must also get approval from the Executive Director of Facilities or their designee, and must notify Security immediately before entering campus.

## CAMPUS CLOSURE

### LATE OPENING OR EARLY CLOSING

When a delayed opening is announced, classes that begin before the delayed opening time will not meet. Exceptions must be approved by the president's office and announced to students well in advance. Classes that start at or after the delayed opening time will meet as usual.

When an early closing is announced, classes that begin at or after the early closing time will not meet. Classes that begin before that time will meet but will end at the designated early closing time.

### MEDIA AND CAMPUS ANNOUNCEMENTS

Emergency Alert System—Students, faculty, and staff are automatically enrolled in Navigator Alerts. The system delivers alerts via text messages to a person's mobile phone, voicemails to home phone numbers, and emails to personal and college-related addresses.

Web Site—Go to [www.lee.edu/alerts](http://www.lee.edu/alerts) to see the campus-closing announcement.

Media—Local media outlets, including radio, television, and newspaper, will be notified.

ISD partners—Communication to ISD partners will be emailed out no later than 5:00 am. Follow-up communication will be sent to designated ISD personnel via phone, text or email

### RESCHEDULING COURSEWORK IN THE EVENT OF A CAMPUS CLOSURE

In the event of a campus closure, causing faculty to miss contact hours, faculty have several options:

1. Faculty may hold class during a scheduled make-up time that is identified with the closure notice or at another mutually defined time through consultation with the deans/directors. Faculty should follow their standard attendance policy.
2. Faculty may reorganize their syllabus to absorb content and classroom work through regularly scheduled classes.
3. Faculty may use digital means to hold class, either synchronously through teleconferencing, chatting, or discussion boards, or asynchronously through the Blackboard course management system, web pages, or some other means. Faculty cannot penalize students who do not submit tests or assignments or any other work that is due when the campus is closed, and faculty must provide students with a reasonable opportunity to submit their work after the campus reopens. Faculty must inform students who submit work when campus is closed that the submission will be counted as if the campus were open, and students will not be provided a second opportunity to submit the work when the college reopens.

4. Faculty may offer an assignment in replacement of the contact hours. These assignments could include quizzes, papers, podcasts, research assignments, etc.

RESCHEDULING  
EXAMS IN THE EVENT  
OF A CAMPUS  
CLOSURE DURING  
FINALS WEEK

In the event of a campus closure during the week of finals, faculty have several options:

1. Faculty may offer the students the option to take the final either on the date for make-up that appears in the closure notice or within another mutually defined time through consultation with the chair to be no later than the add/drop period of the following semester. The College will follow the schedule as outlined for the day it closed. Faculty will have to coordinate with their department to find exam locations for returning students who wish to take the exam at the beginning of the term.
2. Faculty may offer the exam as a take-home exam or use distance-learning to have the students submit their final work (i.e., online exams through Blackboard, podcasts of performance or presentations, web page creations, PowerPoint presentations, etc.).
3. Faculty may change the final exam assignment to something that can be done through digital means, such as a paper or a podcast.

COLLEGE CLOSURE  
REPORTING  
STRUCTURE

**College Closure**

President decides to close the College

- Marketing and Public Affairs sends out communication to all impacted parties
  - Email
  - Website Update
  - Faculty email student
  - Campus closure posted in Blackboard
  - Website homepage banner
- Campus designee (directors, managers, security, noncredit) make secondary contact to confirm notification received

**Specific Campus Closure**

President decides to close one or more campuses

- Marketing and Public Affairs sends out communication to all impacted parties
  - Email
  - Website Update
  - Faculty email student
  - Campus closure posted in Blackboard
  - Website homepage banner

- Campus designee (directors, managers, security, noncredit) make secondary contact to confirm notification received

### **ISD Closure**

ISD Superintendent or designee decides to close the ISD

- ISD notifies the Director of Dual Enrollment and/or the President's Office
  - Marketing and Public Affairs sends out communication to all impacted parties
    - Email
    - Website Update
    - Faculty email student
    - Campus closure posted in Blackboard
    - Website homepage banner
  - Campus designee (directors, managers, security, noncredit) make secondary contact to confirm notification received

### **MESSAGES PERTAINING TO CLOSURES**

The Office of Marketing and Public Affairs will draft standard messages:

- A general college closure message
- A message for the closure of a specific campus
- A message for instructors who are cancelling specific courses
- A message for dual-credit students explaining that high school campus closure doesn't determine Lee College course cancellation (on Lee College campuses)