

Approved By: President

Date Approved: January 5, 2022

1. **Summary:** This policy outlines the College's official response to events necessitating a campus closure.
2. **Rationale:** This policy is necessary to ensure a consistent process for responding to events necessitating a campus closure and communicating responses to the College's constituents.
3. **Entities Affected:** students, faculty, staff
4. **Definitions:** Not applicable.
5. **Policy:** In the possibility of an event necessitating a campus closure, the President (or CEO) and the VP of Finance will make a timely decision to close the College, delay the opening of the College, or open the College as scheduled.

The Chief of Police will immediately be notified of this decision (which shall include the day(s) the College will be closed and/or the time the College will open). Preferably, this decision shall be communicated by 6 a.m. the day of the campus closure.

If there is a decision to close or delay the College's opening, the Chief of Police will immediately notify:

1. the Staff/Faculty via email or text,
2. the Facilities Manager and Assistant Chief of Police,
3. the Director of Marketing and Communications, who will update the College website,
4. the Director of Student Services, who will notify the students and housing residents by email, and
5. the authorized media outlets (e.g., CBS, FOX, NBC, ABC, etc.).

If there is a decision to open the College at the normal time, the Chief of Police will immediately notify the Staff/Faculty via email or text.

The Facilities Manager shall coordinate any necessary adjustments to the College's plant operations for a closure or delayed opening.

Employees should check with their supervisors for clarification regarding workplace expectations when the campus is closed. Students should watch for further details from their instructors, who may resume classes using a remote meeting platform.

Once a campus closure has been announced, instructors will contact students to provide further details regarding the campus closure's impact on those courses. Students are responsible to watch for communication

from their instructors and respond appropriately. (This communication will be sent to the student's Criswell College e-mail account, unless otherwise specified by the instructor in the syllabus.)

In order to make progress toward course objectives, instructors have the freedom during most campus closures to require students to participate in activities as an alternative to meeting on campus. An instructor may, for example, hold class remotely through Zoom at the scheduled time, provide a recording of a class or presentation on Canvas for students to watch, or assign other activities to be accomplished in lieu of meeting. Students are responsible for accomplishing these alternative activities as well as any course requirements listed in the syllabus during the period of the campus closure. If personal circumstances prohibit a student from accomplishing these alternative activities or the course requirements and assignments listed in the syllabus during the campus closure, that student is responsible for communicating with the instructor as soon as possible. Instructors will not penalize students who do not have the means to accomplish the alternative activities during the time of the campus's closure and will work with students whose circumstances during the campus closure prohibited their timely completion of course requirements and assignments in the syllabus.

When the College is closed in such instances, full-time employees will continue to be paid for any scheduled hours. Part-time employees will only be paid for hours in which they have prescribed assignments and continued performance of duties.

All employees and students of the College are to always use appropriate caution when driving to/from the campus in the event of inclement weather. All employees are to notify their supervisors promptly if they are further delayed or hindered from arriving at the College on time.

6. Procedure:

- a. **Implementation:** Not applicable.
- b. **Responsibility for Compliance:** VP of Finance
- c. **Notification:** This policy will be posted on the College's website.
- d. **Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of Institutional Effectiveness and Research only:

Policy version: 2.0	Policy number: 2.022
Related policies:	

Policy History

Version 1.0	December 13, 2016
Version 2.0	January 5, 2022