


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:004	Supersedes Policy Number: II:01:03
Date: August 1, 1986	Dated: October 1, 1981
Subject: Attendance Policy for Inclement Weather	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference:
Approved:  President	

During severe inclement weather the University will remain open, classes will be held, the faculty and staff will be expected to perform their normal duties. Unless an official closing due to catastrophic conditions (such as loss of heat, power outage, etc.) is announced, all employees are expected to report for work at the normal times. Should the University close due to catastrophic conditions, certain key personnel will still be expected to report to work.

This policy has the following implications for various campus groups:

STUDENTS

1. Except in those rare instances when the University is closed, classes will be held and student attendance expected.
2. Students should plan to cope with severe inclement weather conditions in such a fashion as to be able to attend scheduled classes.
3. In cases of severe inclement weather or hazardous roads, students are to exercise their own judgment in making decisions about class attendance.
4. Students will be held accountable for all assignments for their courses.

FACULTY

1. Except in those rare instances when the University is closed, faculty will be expected to meet their classes.
2. Faculty should plan to cope with severe inclement weather conditions in such a fashion as to be able to hold scheduled classes.
3. Faculty are encouraged to provide opportunities to make up missed learning experiences.

STAFF

1. Except in those rare instances when the University is closed, staff will be expected to report to work at the scheduled hour.
2. All staff should plan to cope with severe inclement weather conditions in such a fashion as to be able to report to work as scheduled.
3. Even in those rare instances when the University is closed, the following personnel are expected to perform duties as scheduled:
 - (a) Food Service
 - (b) Intramural employees
 - (c) Security personnel
 - (d) Postal employees
 - (e) Selected physical plant employees, and
 - (f) Senior administrative staff

Individuals from these respective areas whose services will be required even during catastrophic conditions will be notified by separate memorandum.

NOTIFICATION OF UNIVERSITY CLOSING

The decision to close the University will be made by the Vice President for Development after consultation with the Department of Public Safety, Office of Student Affairs, Highway Patrol, County Sheriff, City Police and other appropriate agencies. Announcement of University closing will be made by the Office of Public Affairs through area media.