

Policy: SBES Teleclass Cancellation Policy and Procedures

Applies to: SBES Students, Staff, and Faculty

This policy is designed to assist SBES faculty, students and staff in the procedures to be followed in the event classes are cancelled for any reason at either campus.

If the campus from which the teleclass originates is closed, classes are cancelled for all students.

If the campus from which the teleclass originates is open (regardless of a closing at the other campus) – classes are held as scheduled, unless the instructor opts not to report to campus (see below for notification in this instance). If students do not attend, it is their responsibility to make up assignments.

SBES Teleclass / Closing Notifications

Medical School / Winston-Salem Campus: The Medical School campus does not close for inclement weather; however, an instructor may opt not to report to campus or certain staff personnel may be excused from reporting. **SBES will make every effort to contact students via email.**

Virginia Tech / Blacksburg Campus: *The official sources for announcing authorized closings are:*

Inclement Weather Hot Line at (540) 231-6668
University Operator at (540) 231-6000
WVTF-FM Radio 89.1 or 91.9 on radio dial
University Home Page News, <http://www.vt.edu>

Faculty and Staff Notification Responsibilities (notifications should be made as early as possible)

Instructors Responsibilities: Campus Open / Instructor Not Reporting

- If the originating campus is open and the instructor opts not to report to campus due to inclement weather, it is the instructor's responsibility to make the following notifications:

- Notify his/her students and the SBES Administrative staff at both campuses. Email addresses of students should be gathered and kept by instructors at the beginning of the semester for this contingency.
- The instructor should determine a make up schedule with students if necessary.

SBES Administrative Staff Responsibilities

- Insure students have been notified by email (use the SBES GS Listserve)
- Notify technical staff (use the SBES Support Listserve)
- Update administrative auidx messages to reflect the class cancellation

SBES Student Responsibilities

- If students have not received an email notification regarding class closings, they should call one of the SBES Administration lines at 336-716-6890 or 540-231-8191 for information.
- Students will not be penalized if either university closes; however, students are responsible for making up missed lectures per the instructor's policy.

SBES Technical Staff Responsibilities

- Technical Support staff should notify the SBES support group at both campuses if they are unable to report for work. If technical staff are available at the Blacksburg campus, they should insure that the course is recorded and uploaded so that students at the receiving institution can review the class at a later date.

CONTACT INFORMATION

SBES Students: SBESGS@listserve.vt.edu

Technical Staff: SBES_SUPPORT@listserv.vt.edu

SBES Administrative Staff:

Pam Stiff	pamstiff@vt.edu	540-231-8191
Beth Marion	emarion@wfubmc.edu	336-716-4739
Karen Watson	kwatson@wfubmc.edu	336-716-6890

SBES Faculty: SBESFS@listserve.vt.edu (this list includes all primary/core faculty and all staff)