

EXTENDED STUDIES PROCEDURES FOR COURSE CANCELLATION DUE TO WEATHER

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| POLICY NO. | 170-001 |
| SCOPE | All Employees (Full Time, Part-time, Sessional and Temporary) and Students |
| APPROVAL | Director, School of Extended Studies |
| ORIGINAL DATE | January, 2009 |
| LAST REVISION | January, 2012 |
| NEXT REVISION | January, 2013 |
| CONTACT | Director, School of Extended Studies |

1 GENERAL

Applies to all Extended Studies course cancellations

- ES director will work with Director of Facilities Management and Dean to determine if; 1) all ES courses should be cancelled, or, 2) cancel individual courses based on instructor request. In the absence of the Director, the ES Program Coordinator is responsible for determining the course of action.
- The ES phone message (494-8185) will be changed by designated ES staff when ES courses are canceled due to weather. The phone message will be posted after 4pm on M-F and as soon as possible on Saturdays and Sundays. In the event of a university-wide closure, the phone message will be changed as soon as possible. The message will include which classes were cancelled and course location.
- The ES Director will notify the Communications Representative in the University Relations Department (Sue Sheehan) M - F to post on NSCAD's main website that all ES courses are cancelled due to weather (stating clearly the date and that it is ES **noncredit** courses); ES designated staff will post cancellations for individual courses on the ES website
- After hours the Communications Representative in the University Relations Department will change the NSCAD website to announce Saturday class cancellations.
- The following statement will be published in the ES promotional flyer to notify registrants about the weather policy:

Students are not contacted when a class is postponed due to weather. When possible, emergency closures are posted on NSCAD's website: www.nscad.ca or on the Extended Studies

*main phone line: 902-494-8185. To check on the status of an evening course, telephone
Extended Studies after 4pm.*

- Make up classes will be discussed during the next scheduled class. The extended date will be posted on the website.

2 GRANVILLE CAMPUS

Follow General Procedures above. In addition,

- At the beginning of each semester, Granville Security and Facilities Management will be provided posters by ES stating:
Extended Studies course(s) canceled due to weather
- When course (s), are cancelled, ES designated staff will phone Granville security to: 1) post the course cancellation posters according to instructions (near the elevator when all courses are cancelled, and on the classroom door (s); and, 2) respond to phone inquiries regarding course cancellations.

Granville Security: 492- 8778 or 494-8174

Cell phone: 877-0765 or 877-0766

- ES designated staff will contact FM Building Manager and Director to let them know what courses are being canceled, including Saturday.

Ward Blum: 877-0475

Alex Doyle: 830-8452

3 PORT CAMPUS

Follow General Procedures above. In addition,

- At the beginning of each semester, Port Security and Facilities Management will be provided posters by ES stating:
Extended Studies course(s) canceled due to weather
- When course (s), are cancelled, ES designated staff will phone Port security to: 1) place the tent sign on the security desk; 2) respond to phone inquiries regarding course cancellations.

Port Security: 442- 4218

Cell phone: 478-0234

- ES designated staff will contact the Port Campus FM Building Manager and the Facilities Management Director to let them know what courses are being canceled, including Saturday.

Lee Petter: 830-1836

Alex Doyle: 830-8452