

MYCOMPUTER CAREER

TRAINING FOR A BETTER LIFE

Policy for Campus Closure Due to Inclement Weather/Disaster

MyComputerCareer's campus policy is to remain open and operate on its published schedule whenever possible.

In the event of a campus closure due to inclement weather, a natural weather disaster, or other geographic events that negatively impact the operations or safety of the campus location, lecture and lab hours will be scheduled to be made up by the end date of the interrupted course. If the emergency closure occurs at a time in the course where lecture and lab hours cannot be made up by the end date of the course, the missed lecture and lab hours will be made up at the earliest possible time, as scheduled by the campus educational leadership.

The VP/Education and the campus Sr. Director of Education will make the final decision to close the campus for classes based on local weather reports, national warnings, or directives from local city emergency management. This decision will be shared with other MyComputerCareer Leadership members.

Once a decision to close the campus is made, the campus instructional team members will make every effort to notify students as quickly as possible. The closing announcement will be posted in students' Canvas courses and emailed and texted. Attempts to call students will also be conducted depending on operational cell signals and the extent of power outages.

Depending on the specific circumstance of the campus closure, Education leadership may opt to move students into a live virtual classroom via Zoom to conduct a class session instead of canceling a class to be made up later. This option would not extend for more than two class sessions.

When the campus is ready to reopen, the make-up schedule will be posted in students' Canvas courses. Students should plan on resuming their regular campus schedule the day following a closure, if possible

Students should assume responsibility for their own safety and well-being when making their decision to attend class during inclement weather.