

Brooks College of Interdisciplinary Studies

Policy on Alternate Assignment for Class and GVSU Emergency Closing Policy

Students paying tuition for instruction are entitled to receive instructional and learning support provided by the professor assigned to the class. There are some circumstances where the class may not meet at the designated time. However, class is never cancelled. In the event of a class not meeting during its scheduled time, the faculty member is expected to prepare an alternate assignment that meets the instructional objectives of the class period. This plan is then sent to the unit head as evidence of meeting the requirements of the course.

2011-2012 Faculty Handbook: **G. Faculty Responsibilities**
Selected Teaching Responsibilities and Requirements

i) Absence from Class

*Faculty members are responsible for meeting all classes for which they are scheduled. If faculty members are absent from teaching responsibilities due to illness, they should notify their unit heads and arrange for their students to be so informed at the beginning of the scheduled class meeting. **In those cases where absences can be anticipated, approval for such absences must be obtained from the unit head and the Dean.** The faculty members are then responsible for arranging for substitutes or otherwise covering their teaching assignments.*

Circumstances where an alternate assignment may be warranted include when:

- Events or activities on the campus or in the community may provide an opportunity for meeting course objectives.
- A faculty member may have an alternate professional obligation (i.e. attendance at a conference) and have created an alternate assignment for students in lieu of class time.
- An unforeseen emergency arises, necessitating class cancellation. In this event, please **notify the unit office immediately** so that a plan can be put in place for the class.

Alternate Assignments might include:

- Having a fellow faculty member cover the class and instruct in your stead
- Assigning an alternate class activity that meets instructional objectives
- Moving the class meeting online with an assignment and discussion that meets instructional objectives

Please discuss with your unit head possible alternate assignments ahead of time. The unit head will be expected to forward the alternate assignment information to the Dean's office.

Meeting Class During Final Exam Week

It is expected that all faculty will meet with their classes during final exam week. Final exams are not to be given during the week prior to final exam week. While take home exams, oral exams or group exams are given, faculty are still expected to meet during the scheduled final exam period for other instructional activities.

Grand Valley State University's Emergency Closing Policy

Policy Statement

In evaluating whether or not to close for snow-related reasons, the following criteria are used: 1) the ability of the university's road crews to keep campus roads and parking lots cleared; 2) the conditions of primary and secondary roads in the area as reported by the State Police as well as the Ottawa County Central Dispatch Authority; 3) weather reports regarding the track of the storm and other conditions (icing, thermal inversions, etc.)

Because commuting students, faculty and staff come from such a broad geographic area, it is extremely difficult to arrive at a decision that is appropriate for each vicinity. Weather conditions rarely are uniform throughout this large area. There is no one decision that will satisfy everyone; however, a diligent effort is made to arrive at a reasonable decision that considers the safety of students as well as their right to receive instruction. Under no circumstances does GVSU ask students, faculty or staff to assume undue risk in traveling to class in inclement weather.

Policy & Procedures

No announcement is made when the university is open. Definition of the words "canceled" and "closed" as pertains to GVSU employees:

Canceled: Classes and activities will not be held. All staff are to report to work.

Closed: Only ESSENTIAL employees are to report to work.

Grand Valley State University will close all or part of its operations only in case of extreme emergency caused by impassible roads, restricted visibility, violent weather, energy loss, or other conditions seriously endangering the health and safety of students, faculty and staff. Normally the Pew Campus will close only when the Allendale campus is closed.

The decision to close the Meijer Campus will be made taking into consideration local weather conditions and decisions made by other institutions in the immediate Holland area. If GVSU Allendale is closed, the Meijer Campus is also closed.

When Muskegon Community College is closed, GVSU's Stevenson's Center for Higher Education, Michigan Alternative and Renewable Energy Center (MAREC), and the Lake Michigan Center will be closed. When the decision is made to close the main Northwestern Michigan College campus in Traverse City, GVSU's University Center will also close.

Students, faculty and staff should assume the university is open unless they hear otherwise on the radio or television. They are asked not to call the Grand Valley State University switchboard or Public Safety to ask about closings, but instead to listen for the information on the radio and television.

Announcements of closing and cancelations will be made over area radio and television stations. For a more detailed update on campus conditions and area roads, tune to the Grand Valley State radio stations, WGVU-FM 88.5 and WGVU-AM 1480. Every effort will be made to make the decision to close so that the announcement can be made over the stations as early as possible, but no later than 6:30 AM for daytime classes, and 3:00 PM for evening classes.

When classes are canceled, all staff are expected to report for work. If GVSU is closed only “essential staff” need to report. Personnel in the following departments are considered essential and are expected to report:

Dept. of Public Safety Services	Facilities Services	Food Service
Housing	Information Technology	WGVU-AM/FM/TV
Pew Campus Operations	Pew Campus Security	Fieldhouse Management

Individual faculty members who wish to cancel a class or other event should do so only with permission of their dean. In such cases, faculty members are responsible for notifying students for each class they teach.

SNOW CLOSINGS DURING FINAL EXAMS

In the event that a closing or cancellation would involve a specified exam day, those exams affected would be held on the next available day after the exam week has concluded. For example - If a Tuesday exam day were AFFECTED, the next available day after the conclusion of the exam week would be Saturday. If two exam days were affected, i.e. Wednesday and Thursday, Wednesday’s exam would take place on Saturday and Thursday’s exam would be the following Monday.

OVERNIGHT PARKING RESTRICTIONS

The Dept. of Public Safety Services would like to remind everyone of the overnight parking regulations on campus. Section 2.12, Overnight Parking, in the campus Traffic and Parking Ordinance states, “No overnight parking is permitted in any lot other than residential lots except with permission of the Director of Public Safety Services. Parking between the hours of 3:00 A.M. and 7:00 A.M. shall be considered overnight parking”.

Parking overnight in Lots B, D, J, P-South, Q, R, Calder Residence (O), GVA, Secchia and Winter Halls and the resident section of Watson (resident lots) shall require a resident permit or a temporary resident permit issued by the Dept. of Public Safety Services or the Pew Campus Security office. During snow removal periods, any vehicle found to be in violation of the Ordinance will be subject to impoundment. Any questions should be referred to the Dept. of Public Safety Services at (616) 331-3255 (616) 331-3255 or Pew Campus Security at (616) 331-6677 (616) 331-6677

Overnight parking is prohibited at the Pew Campus, the Meijer Campus at Holland and the Lake Michigan