SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Inclement Weather and Emergency Closing Policy

EFFECTIVE DATE: July 1, 2000; Revised: March 14, 2013

In the case of inclement weather or other emergency, the President, in consultation with the appropriate staff, will make the decision to cancel classes and/or close the College. Once the decision to cancel classes and/or close the College has been made, the President will notify the Vice President for Institutional Advancement or designee.

The Vice President for Institutional Advancement will be responsible for posting closure information on the College’s website and for notifying radio and television media regarding the cancellation of classes.

In addition, Southwest has in place a text messaging system to notify students, staff and faculty in the event of inclement weather or other emergencies.

In the case of the President's absence or inability to perform this duty, succession of duty for this determination will be the President's designee.

Source: Office of the President: 7-1-00; Rev. 3-14-13