

OSU Lima Weather Delays and Cancellations Policy

The policy at Ohio State Lima is to remain open and operational for classes during times of difficult weather, even as local and regional schools delay or close, unless conditions are severe enough to endanger personal safety. Individual safety for both students and faculty/staff is the highest priority, and every individual is free to make whatever decisions necessary to ensure personal safety.

When weather conditions warrant closing the campus, **notification will be sent via Buckeye Alert**. Our goal is also to get that information to the media by 5:30 a.m. (and no later than 6:00 a.m.) so that local radio and television stations can carry these announcements. The Ohio State Lima web site also reports campus closings or delays.

If weather forces a delay, classes will generally begin at 12:00 noon. Activities or classes scheduled to begin on or after the delayed time will be conducted in a normal manner with students held responsible for any material presented. For example, if the University cancels morning classes and resumes operations at noon, any class or activity scheduled to begin at 12:00 noon or after will begin at its normal time.

The following guidelines will be in operation unless the decision has been made to close the campus:

1. If the campus is open and classes have not been cancelled, it is expected that all faculty/staff will report to work and meet their regularly scheduled classes and perform their normal duties. Faculty/staff with teaching responsibilities, who choose not to report to campus must follow the established class cancellation procedure provided below:
 - A. Notify students through Carmen or other electronic means.
 - B. Contact the Faculty Services Assistant, who will then post a sign to your classroom door notifying students who may have missed the other announcement.
 - C. Remember to submit your electronic leave request form through <http://eleave.osu.edu>.
 - D. Only if you are having an emergency and are thus unable to notify your class, do you need to call the Associate Dean's office (567-242-7215).
 - E. It may also be useful to call in and set up a voice mail message on your office phone indicating which classes are cancelled, so students may check on class cancellations. This phone number should be available on the course syllabus, and this procedure should be discussed with students.
2. Faculty/staff reporting to work are expected to meet their regularly scheduled classes and to deliver instruction appropriate for the membership of the class in attendance that day. If the class is unusually small, the instructor may opt to have a "review" day or some other type of class appropriate for the current situation. Useful instruction should be available for those students making the effort to attend classes.
3. If campus is open, all students are expected to make a reasonable effort to attend classes. Any student feeling that travel would unduly endanger their safety may elect not to attend class, and should be allowed to make up the necessary work without penalty. Students are accountable for any material and assignments missed during an absence without an official delay or announced cancellation.