

Attachment #5

Memo

Date: March 4, 2008

To: Faculty Senate

From: Aimee Miller, Chemistry

Course work missed because of inclement weather is still critical to the integrity of courses offered at MU. Faculty and students regularly work together to find mutually acceptable ways to reschedule or complete missed work. However, the current MU Policy on Snow Delays/Cancellations does not address the issue of completing missed work and creates confusion among students and faculty about whether this is “allowed.” Some faculty include a statement on their course syllabi to clearly indicate how missed work is handled in their course and find this works well for them and their students. However, I would like to emphasize that mutual respect for the schedules of students, faculty and colleagues is essential.

Based on this, I would like to propose that a statement be added to the policy to encourage faculty to add this information to their syllabi and to remind students to check for details relevant to individual classes.

Because of the significant impact of the policy as stated on lab/studio classes that meet for extended schedules, I would also recommend that the class schedule be resumed in-progress at the time of opening. This would minimize the impact of a delay on many courses and could reduce the need for rescheduling missed work.

MU Policy on Snow Delays/Cancellations (from MU website 3/4/08)

In the event of inclement weather, Millersville University may either be closed or announce a snow delay. If a snow delay is announced, ~~classes scheduled to begin before the designated time will be canceled. Classes that start at or after the announced time will meet in their entirety at the regular meeting time. For example, if the snow delay is for classes to begin at 10 a.m., any courses that normally begin before 10 a.m., regardless of the end time, would be canceled for the day.~~

REPLACE: the regular class schedule will resume at the announced opening time. For example, a class scheduled to meet from 9:30-10:45 would meet from 10:00-10:45 in the case of a 10 am opening. Classes that begin meeting at 10 a.m. or thereafter would meet as usual at the regular time. Millersville does not use a shortened class meeting schedule during a snow delay.

In the event that the University closes due to inclement weather, all classes and University offices will close at the announced time. For example, if the University announces that it will close at 5 p.m., any class beginning at or after 5 p.m. or any class in session at the time would be dismissed or canceled for the day at 5 p.m.

ADD: Students should consult course syllabi regarding individual faculty plans for making up class work missed due to inclement weather.