



## **EMERGENCY CLOSINGS**

### **POLICY**

It is the policy of the Brunswick Community College President to be responsible for canceling classes in the event of inclement weather or other emergency. If classes are canceled due to adverse weather or other emergency, missed class meetings will have to be made up.

---

### **PROCEDURES**

#### **I. Economic and Workforce Development/Continuing Education (EWD/CE)**

- a. EWD/CE instructional time that has been missed due to inclement weather or emergency resulting in the college closing or delaying its opening will be made up on an individual basis at the discretion of the Program Director. In all instances, change forms must be completed for all affected classes. The change form must reflect the reason for the missed class and the recommended resolution with date, day, and time for the make-up.
- b. Brunswick Interagency Program (BIP) will follow the EWD/CE policy for emergency closing. For inclement weather, BIP follows the schedule of Brunswick County Schools and the continuing education guidelines for making up class time. This policy is established upon the transportation needs of compensatory education students and for the use of large, public transit vehicles on a daily basis.

#### **II. Curriculum Instruction**

If the college is closed due to adverse weather or other emergency, instruction will continue using the college's learning management system (LMS) which is Moodle. Instructors are required to post alternative assignments in the LMS and notify students of the posted assignments at the next scheduled class meeting. Instructors will also immediately send alternative assignments as posted in the LMS to the BCC staff person designated to collect this information for audit purposes.

- a. Basic law enforcement training and cosmetology classroom and labs and health information technology work experiences will be re-scheduled.
- b. Associate degree and practical nursing will make up missed clinical time and/or laboratory instruction with simulation activities or through clinical/lab reassignment, and missed classroom instruction with online graded assignments, case studies, and/or faculty led discussion boards using the LMS (Moodle).



- c. Phlebotomy requires that all missed clinical practicum time be reassigned, and classroom/lab instruction replaced with written assignments and/or reassignments.
- d. Brunswick County Schools (BCS) Early College High School (ECHS) and public, private, and home schooled Career and College Promise students are expected to adhere to the BCC attendance policy located in the catalog and student handbook. Students are encouraged to attend all scheduled classes.

**III. Exceptions Include:**

- a. When BCS closes early due to inclement weather or other emergency, ECHS and public, private, and home schooled Career and College Promise students will be released from BCC classes without attendance penalty.
- b. When BCC is open and BCS, ECHS and private and home schools are closed, instruction will continue using the college's LMS (Moodle). Instructors are required to post alternative assignments in the LMS Moodle and notify students of the posted assignments at the next scheduled class meeting.

*Approved by Brunswick Community College Board of Trustees*  
March 16, 2017; November 20, 2017