

<p><i>Policy: Administrative</i> Emergency-Related School Closing and Suspension of Examinations</p>	<p><i>Issued:</i> 3/10/08</p>	<p><i>Revised:</i> 12/13/2016 4/6/2021</p>	<p><i>Page 1 of 1</i></p>
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If inclement weather affects the Creighton University campuses, the Assistant/Associate Dean for Academic Affairs or their designee, in consultation with the Dean of the School, will communicate via Creighton email the academic plan for the impacted day(s).

In the event of an emergency other than severe weather, the University Public Relations Department will communicate applicable information via Creighton email, CUAAlert and/or the local media.

If remote campuses and/or sites remain open (non-Omaha campuses), all on-site activities, including in-person exams, at those location will proceed as scheduled unless otherwise notified. If remote campuses and/or sites are closed, all onsite activities will be suspended unless otherwise notified. In the case that remote campuses and/or sites are closed, electronic proctored exams will continue as scheduled, and blackout windows will be extended for remote campuses.

If the university closes or space related to a closure is not available for instruction, all in-person classes may be held virtually and/or recorded during regularly scheduled class times at the discretion of the instructor of record. Students scheduled for work in laboratories and/or clinical experiences will receive direct communication with further instructions from their college/school and/or supervisor. Instruction and courses for online students will continue as normal, unless otherwise instructed. Faculty and staff who need to sustain critical functions in labs and clinical settings and those individuals identified as essential personnel should report to campus. All other faculty and staff should work from home unless otherwise notified by their supervisor.

Exams for campus-based students where there is closure will be suspended until a make-up can be scheduled no later than 1-2 business days after originally scheduled exam (based upon room availability, possibly administered outside of regularly scheduled class time). Electronically proctored examinations on the campuses that are open and online-proctored exams (ex. Phoenix, distance pharmacy, occupational therapy students at hybrid campuses, i.e. Colorado, Alaska) will be administered as scheduled.

Impacted laboratory sessions will be scheduled at the discretion of the Instructor of Record before the next scheduled laboratory (based upon room availability, possibly administered outside of regularly scheduled lab time).

Under normal circumstances, an email notifying school faculty, staff, and students the modified schedule will be sent by the Assistant/Associate Dean for Academic Affairs. In the event the Assistant/Associate Dean for Academic Affairs is unavailable, the email message will be sent by a designated administrator.

Approved by School Administration on 1/22/09, 12/13/2016, 1/26/2021

Approved by the Bylaws, Policies, and Procedures Review Committee on 10/6/09

Approved by the Bylaws, Policies, and Procedures Review Committee on 4/6/21