

SNOW DAY SCHEDULE FOR DAY CLASSES

The responsibility for closings and for declaration of Snow Day schedules rests with the President, with his seeking counsel as he desires. The first word in Union University closings and Snow Day schedules will be made on the Info Snow Dawg Line and the front page of the Union University website: www.uu.edu The Info Snow Dawg Line may be reached at (731) 661-5048 and will be updated as soon as a decision is made. Further, the Info Snow Dawg Line will specify for university employees when offices will open. Additionally, the following radio and television stations will be notified:

Bolivar:	WMOD	Savannah:	WORM
Brownsville:	WTBG	Trenton:	WTNE/WWEZ
Humboldt:	WHMT/WLSZ	Memphis:	WMC-TV, WHBQ-TV, WREG-TV, WPTY-TV
Dyersburg:	WTRO/WASL		
Jackson:	WBBJ-TV, WNWS, WWYN, WYNU, WTJS/WTNC, WWGM, WAMP, WHHM, WZDQ, WFKX		

The notification will be made to stations by 6:00 a.m. of the day, and persons should listen until 6:30 a.m. for announcements. Announcements will be made only of closings or Snow Day Schedules, with the assumption that classes meet and offices will be open unless notified to the contrary.

1. A “Snow Day” Schedule as follows may be activated as needed:

Monday/Wednesday Schedule

	<u>Normal</u>	<u>Revised</u>
1 st period	8:00-9:15	9:00-9:40
2 nd period	9:25-10:40	9:50-10:30
3 rd period	10:50-12:05	10:40-11:20
4 th period	12:15-1:30	11:30-12:10
5 th period	1:40-2:55	12:20-1:00
6 th period	Start time of 2:50-4:45	1:10-1:50

Tuesday/Thursday Schedule

	<u>Normal</u>	<u>Revised</u>
1 st period	8:00-9:15	9:00-9:40
2 nd period	9:25-10:40	9:50-10:30
3 rd period	10:50-12:05	10:40-11:20
4 th period	12:15-1:30	11:30-12:10
5 th period	1:40-2:55	12:20-1:00
6 th period	Start time of 2:50-4:45	1:10-1:50

SNOW DAY SCHEDULE FOR ADULT STUDIES CLASSES

1. In the event of cancellation of an adult studies class, it is imperative that professors make-up that class due to the accelerated nature of the adult studies programs. The make-up day should be scheduled as soon as reasonably possible; many alternate classes are held on Wednesday evenings or Fridays or Saturdays. The decisions for the alternate dates will rest in the hands of the Professors of the closed classes, the Deans of the Schools and the Program Directors.

2. This policy will apply to all cohort and traditional evening classes, both undergraduate and graduate, on the Jackson and Germantown campuses and other satellite campuses. Word of the closing will be made on the Union University Info Snow Dawg Line which may be reached at 731-661-5048. The previously listed radio and television stations will be notified. Notice will also be posted on the front page of Union University’s website: www.uu.edu.

3. The responsibility for canceling or postponing **Saturday** classes rests **with the deans**. If the Dean decides to postpone or cancel Saturday classes, the Dean will inform the Professors who will in turn inform their students through previously designated “phone chains.”

4. Professors are asked to be cognizant of the driving distances to and from class for our adult students. If snow or inclement weather ensues after a class has begun, the Professor should use discretion in determining if a class should dismiss early. In the event that the class is dismissed early, the Professor should make plans to conduct appropriate make-up sessions as needed. Also, Professors should make reasonable accommodation for those adult students who, due to unavoidable circumstances such as inclement weather, cannot attend an evening class that has not been canceled.