

College Closing and Delay Procedure for Inclement Weather

Pennsylvania Highlands Community College is a commuter institution and recognizes the commitments that its employees and students make to attend work, classes, and events. In that regard, Penn Highlands will remain open and operational unless extreme weather conditions or other emergencies do not permit it to do so.

In consultation with key administrative staff, the responsibility for the decision to close rests with the College President. In the case of severe weather which limits the College from safely opening, the College will close as a unit. In a localized emergency or weather condition, a campus or center may be closed individually at the direction of the Center Director, in consultation with the College President.

[To be notified by text message of delays and closings due to inclement weather or other emergency situations, please click here and register for PEAK txt, our emergency notification system.](#)

It is not the College's intention to place any student or employee into a perilous situation. Therefore individuals must exercise discretion in determining what actions they wish to take in weather or other college-related emergency situations. Employees may use paid leave time to avoid unsafe travel and the College has asked our faculty to provide for a liberal leave policy for students who are unable to travel due to inclement weather. The College does not strictly follow the delays and cancellations of local school districts.

INCLEMENT WEATHER SITUATIONS

Snow/Weather Emergency

All College locations are closed because driving conditions are hazardous. All classes will be canceled. Instructors are encouraged to find creative ways to make up lost seat time, but cannot require students to meet in a virtual setting.

Early Dismissal

In this case, the College has already opened with students and employees present on-site, with the weather situation becoming increasingly dangerous. All classes will be canceled after the early dismissal. Instructors are encouraged to find creative ways to make up lost seat time, but cannot require students to meet in a virtual setting. If the Richland Campus closes, all locations will also close. However, if the Richland Campus is open, then it is possible that some other locations may close due to inclement weather affecting that individual location.

Delayed Start: Weather Emergency/Caution

College remains open but driving conditions may be hazardous in some areas. During a delayed start, employees and students will usually report at 10:00 AM unless otherwise indicated. If the Richland Campus closes, all locations will also close. However, if the Richland Campus is open, then it is possible that some other locations may close due to inclement weather affecting that individual location.

For students and faculty, if a class is scheduled from:

- 8:00 AM to 9:15 AM and the College start time is delayed until 10 AM – *Do not report.*
- 9:25 AM to 10:40 AM and College start time is delayed until 10 AM – *Report to this class at 10 AM.*
- 9:00 AM to 12:00 PM and College start time is delayed until 10 AM – *Report to this class at 10 AM.*

INCLEMENT WEATHER DECISION TIMELINES

Notice of closings, delays, or early dismissal sent to students, employees, and the public:

- Before 9:00 PM (the day before) if inclement weather is imminent.
- Between 5:00-5:15 AM if inclement weather is possible, but not imminent.
- A minimum notice of two hours shall be given, if possible, to any changes to the teaching and operating schedule.