

New College Institute Policy on Inclement Weather
Revised December 17, 2009

In case of inclement weather, New College Institute will determine whether to close the buildings or to delay opening. For morning classes/meetings, a determination will be made, if possible, by 6:30 a.m. and the “snow line” will be changed immediately. For evening classes/meetings, a determination will be made, if possible, by 2 p.m. The determination will be made independent of local schools and colleges.

Faculty members have the right to cancel class at any time, independent of NCI’s determination for the buildings to be open (i.e. the buildings may be open, but a faculty member may cancel class anyway), however, if the buildings are closed, faculty must cancel class.

It is the institutional representative’s responsibility to notify individual students or adjunct faculty members, and is especially important for students taking courses via distance learning at other sites. Institutional representatives are as follows:

Partner institution	Representative	Program
Averett University	Marietta Sanford and Carter Neal	All programs
James Madison University	Thomas Laub	BIS
	Carol Fleming	Educational Leadership and Alternative Licensure
Longwood University	Gary Nelson	Liberal Studies
Norfolk State University	Janie Brazier	Social Work
	Jackie Boone	Early Childhood Education
Radford University	John Phillips	Nursing
	David Daugherty	IT
	Education (Secondary Math)	Laura Spielman
Old Dominion University	Fred Lopez	Motorsports
	Vivian McCollum	Counseling
University of Virginia	Linda Linnartz	Education, Reading, ESL
Virginia Commonwealth University	Jeff Fox	HSEP and Criminal Justice
	Mark Cooper	Patient Counseling

Any non-academic or public meetings scheduled in the buildings should be instructed to seek the information below when weather is questionable.

In the event of an altered schedule, the public will be notified in the following ways:

1. The change in schedule will be available by calling 276-403-5600 and pressing 5
2. The schedule will be posted on the NCI website (News and Events on homepage)
3. The following local media will be notified:
 - a. Cable channel 20 in Martinsville (PHCC/NCI channel)
 - b. WSLC channel 10 in Roanoke