

<i>Procedure:</i> <b>University Closing and Electronic Examinations</b>	<i>Issued:</i> 3/10/08	<i>Revised:</i>	<i>Page 1 of 1</i>
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### Purpose

The purpose of this document is to outline procedures to be used for electronic examinations in the School of Pharmacy and Health Professions (SPAHP) in the event the University is closed or operations are curtailed due to severe weather or other emergencies.

### Procedure

The decision to close or delay opening of the University due to severe weather or other emergencies rests with the President. Independent decisions may not be made at the School, program or department level.

During *severe weather* (e.g. winter storms) affecting the Omaha metropolitan area, the decision to close or delay opening of the University is made as early as possible, but not later than 6:00 a.m. (Central Time). Information is relayed via the University Weather Hotline at (402.280.5800). SPAHP faculty, staff and campus students are advised to check with the University Weather Hotline on mornings when severe weather conditions are likely to force closing or delay opening of the University and, therefore, the School.

In the event of an *emergency*, other than severe weather, the University Public Relations Department relays applicable information to the local news media. If an emergency occurs during normal working hours (8:00 a.m.-4:30 p.m. Central Time), the University Public Relations Department also relays applicable information to campus personnel via telephone.

In the event the University closes or delays opening due to severe weather or other emergencies, an announcement will be placed by personnel of the Office of Information and Academic Technologies (OLAT) on the School's home web page (<http://spahp2.creighton.edu/>) as well as on the OLAT service desk voice mail (402.280.3037 / 800.325.2830). During the time the University remains closed, *all classes* and *all electronic examinations* will be suspended.

If severe weather is predicted the day before an electronic examination, the Office of Academic and Student Affairs (OASA) will alert faculty and students via email and advise them to periodically check the SPAHP home page (<http://spahp2.creighton.edu/>) as well as the University Weather Hotline (402.280.5800). Once alerted, it is the responsibility of faculty and students (campus and distance) to stay informed of the status of electronic examinations.

The Instructor(s) of Record of any campus class for which an electronic examination was cancelled must coordinate with OLAT to reschedule electronic examinations. The Instructor(s) of Record for distance courses must coordinate with the Director of the distance pathway in which the course is offered to reschedule exams. In all instances the Instructor(s) of Record will inform students via email about the new examination window.

If inclement weather is likely to require that an off-campus examination proctoring site close or delay opening, the student must inform the Instructor(s) of Record of the possibility *as soon as possible*.