Procedure: **Remote teaching during inclement weather or emergency campus closure**

Procedure Number: 3364-71-36.01

Responsible Department: Provost and Executive Vice President for Academic Affairs

Effective date:

Scope: The University of Toledo – All Campuses

This procedure is authorized by the university's policy on **Remote teaching during inclement weather or campus closure**

(1) Activation of remote instruction

When the university announces that in-person classes are suspended or delayed due to inclement weather or emergency conditions, instructors scheduled to teach during that time are encouraged to transition their courses to remote instruction when feasible.

Remote instruction may include synchronous class meetings using approved virtual meeting platforms, asynchronous instructional materials, assignments, or other course activities appropriate to the course.

(2) Faculty responsibilities

Faculty members are responsible for communicating expectations to students regarding remote instruction when in-person classes are suspended or delayed and for providing appropriate instructional activities when classes cannot meet in person.

Faculty are encouraged to communicate remote contingency plans to students in advance, such as through course syllabi or early course communications, so students understand expectations should in-person instruction be disrupted.

Faculty should assume that instruction will continue remotely during campus closures unless otherwise communicated by the university.

(3) Courses not readily adaptable to remote instruction

Certain instructional activities—including laboratory sessions, clinical placements, studio courses, performance-based instruction, or other experiential learning environments—may not be readily adaptable to remote instruction.

When remote instruction is not feasible, instructors should communicate alternative instructional plans to students. These plans may include rescheduling activities, providing substitute assignments, or modifying course schedules as appropriate. Instructors should consult with their department chair or program director if significant adjustments to course delivery are required.

Programs subject to accreditation, licensure, or clinical training requirements may implement alternative arrangements to ensure required instructional hours or competencies are met.

(4) Technology and access considerations

During severe weather events or emergency conditions, students and instructors may experience disruptions in power, internet connectivity, or access to required technology.

Faculty are encouraged to exercise reasonable flexibility in course participation expectations and assignment deadlines when such circumstances arise.

(5) Student responsibilities

Students are expected to monitor UToledo communications and course communications during inclement weather events.

Students are expected to participate in remote learning activities as directed by their instructors when in-person classes are suspended or delayed.

Students who encounter technology or access barriers should communicate with their instructor as soon as reasonably possible.

(6) UToledo communications

The university will communicate changes to campus operational status through official UToledo channels, which may include emergency alerts, UToledo email, the UToledo website, and other official platforms.

(7) Essential campus operations

This policy applies only to instructional continuity and does not supersede policies governing essential personnel, campus safety operations, healthcare operations, or other critical services that may remain operational during campus closures.

Reviewed by:

Initial effective date:
Review/Revision Date:
Next review date:

_____
Mitchell S. McKinney, Ph.D.
Provost & Executive Vice President for Academic Affairs

_____
Date

Review/Revision Completed by: