

Instructor Absence/ Campus Closure

Instructors should also have a clear policy for student work expectations in the event of instructor absence or campus closure due to inclement weather; this policy should be clearly expressed in the course syllabus. The College recommends using Canvas to communicate and assign work in such instances.

If the instructor must cancel class due to personal emergency or illness, an alternate assignment must be posted on the course Canvas site, and the instructor must notify the students by email (email the class via Canvas). For day classes, contact Christine Gannon before 3:30 pm at 578-8947 or cgannon@ccsnh.edu for evening classes, contact Campus Security at 603-921-1089 or NCCsafety@ccsnh.edu. The instructor's department chair and/or program coordinator should be copied on the email or phone message.

College Closings

In the event of inclement weather, the decision to cancel day classes will be made before 8 AM. The cancellation decision for evening classes is made separately and will be announced by 3 PM of the given day. Faculty will be notified of the school's closing via the MyNCC App. The College requires that instructors post alternate assignments on their Canvas course sites if classes are canceled.