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| **FACULTY INFORMATION** **Graduate School USA Closure and Inclement Weather Policy** **January 2020\***  |

**Policy:**

GSUSA will follow OPM Inclement weather/emergency closure policy for full-day closings, partial day closing and delayed opening as indicated on the website, [www.graduateschool.edu](http://www.graduateschool.edu). The attached GSUSA closure announcement will be sent to all students during the winter season.

Timely information about weather affected schedules within the DC Commuting Area, and in other cities will be provided on the home page of our website.

**Full-Day Closings:**

Students missing a full-day closing, are permitted to make up that day of class at no additional tuition cost by arranging to attend the relevant portion of a future offering of the class.

Faculty will receive compensation for full-day closings.

**Partial Day Closings:**

In the event of a partial -day closing, faculty will work with their respective curriculum director(s) to develop a make-up plan for missed course work (such as reading assignments, internet research and/or exercises).

Faculty will receive compensation for partial-day closings.

**Late or Delayed Openings**:

Graduate School USA delays the start of operations and classes consistent with announced late or delayed opening by the federal government. Outside of the DC metropolitan area, if federal government announces a delayed opening for offices in the city where you are teaching, your class will begin according to the federal work schedule in that city on that day.

Consistent with the partial day closing policy, for late or delayed openings, faculty will work with their respective curriculum director(s) to develop a make-up plan for missed course work.

If you are scheduled to travel and cannot reach your designation due to inclement weather or if you have other difficulties, please remember to call the *Faculty Emergency Line,* 855-235-3528 and leave a message.

If you need to speak to someone immediately, please call W. D. Wilkerson, Faculty Liaison, 301-312-5046.

 **Information for Students:**

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| **Graduate School USA Closure and Inclement Weather Policy**Graduate School USA (GSUSA) follows the federal government’s [**Operating Status**](https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/), as determined by the Office of Personnel Management (OPM). With regard to closings due to inclement weather or other emergencies, if the federal government is closed, GSUSA will also be closed.Should the federal government declare offices open and offer employees the option for unscheduled leave or unscheduled telework, classes will begin at their normally scheduled start time, which is 8:30 a.m. for most classes. Please check your confirmation letter for exact times. If the federal government declares a two-hour delayed opening, classes will begin two hours after their normally scheduled start time. When the federal government declares an early departure, GSUSA will dismiss classes earlier than normal, based on the circumstances. Status updates will be available on the home page of our website. Classes missed due to closings may be made up at no cost on a later date. Should you need to reschedule your class, please contact our Customer Relations Center on the next scheduled day of operation at **customerrelations@graduateschool.edu** or (888) 744-4723.**Closings/Dismissals in Washington, DC**Weather-related notices will be broadcast on television and the GSUSA website. There will also be a recorded messages at (888) 744-4723. |

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