

Union Presbyterian Seminary Inclement Weather Policy for the Richmond Campus  
UPSem Inclement Weather Hotline at 804-278-4364 and on our main number, (800) 229-2990

Students who are unable to attend class due to inclement weather and associated road conditions will not be penalized for missing class. Students should communicate directly with the course instructor regarding their circumstance. No student should risk injury by traveling in hazardous conditions to attend class.

Campus offices will also be open, and staff members are expected to report unless their personal safety is of major concern to them. Staff should communicate directly with their supervisor regarding their circumstances. Time missed can be made up or counted as vacation or personal leave by mutual agreement of the employee and supervisor.

If in the judgment of the V.P. of Administration, after appropriate consultation, the situation requires that all or part of the institution be closed or opening delayed, an announcement will be made as soon as possible on television station WWBT, Channel 12, CBS WTVR Channel 6, and on radio stations WRVA 1140 AM, WRXL 102.1 FM, WRNL 910 AM, and WRVQ 94.5 FM.

Interested parties are also encouraged, when possible, to check media web sites [www.nbc12.com](http://www.nbc12.com) and [www.wrva.com](http://www.wrva.com) to locate announcements regarding any delay or closing of UPSem at Richmond.

Closing and delay information will be available on the **UPSem Inclement Weather Hotline at 804-278-4364 and on our main number, (800) 229-2990.** In the event of an extended loss of power, our primary telephone system may not be operational.

A best effort will also be made by the UPSem administration to send an email message to all members of the community regarding changes in the school's schedule due to emergency or inclement weather.

Note that only in extreme circumstances (e.g. extended campus-wide power outage) will UPSem, once open for the day, close early. If early closing is required, situation specific arrangements will be made regarding missed classes. Any staff member who feels the need to leave early due to weather conditions may do so in consultation with his or her supervisor regarding options for making up lost time or using personal/vacation time.

In the event that the opening of UPSem at Richmond is delayed, that delay will normally be two hours, and the following academic schedule will be used:

**Delayed opening class periods**

Ordinary Start Time		Delayed Opening Class Time	
Period	Class	Period	Class
1	8:30 — 9:20	1	10:30 — 11:10
2	9:30 — 10:20	2	11:20 — 12:00
3	11:10 — 12:00	3	12:10 — 12:50
4	12:10 — 1:00	4	1:00 — 1:40
Lunch	1:10 - 2:00	Lunch	1:40 - 2:10
5	2:10 — 3:00	5	2:10 - 2:50

6	3:10 — 4:00	6	3:00 - 3:40
7	4:10 — 5:00	7	3:50 - 4:30
8	5:10 — 6:00	8	4:40 - 5:20

When on a delayed opening, there is no chapel or community time built into the schedule. Unless otherwise announced, evening courses scheduled for delayed-opening days will meet according to their regular schedule. In such cases, individual professors may choose to dismiss class early if weather conditions appear unfavorable.

*Revised February 10, 2012*