



Inclement Weather College Closing Policy

Approval Date: 3/18/2026

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Board Policy Alignment: [E-1 Ends](#)

[EL-0 General Executive Constraint](#)

[EL-1 Treatment of Students](#)

[EL-2 Treatment of Employees](#)

Responsible Official: CFO/VP of Administration

Purpose

Frederick Community College (“FCC” or the “College”) is committed to maintaining a safe environment for all students, employees, visitors, guests, and volunteers. It is the responsibility of the College community to work together to ensure safety and security at all times. This policy establishes guidance for making and communicating decisions regarding College closures, delayed openings, or schedule adjustments due to inclement weather or other emergency conditions.

Scope

This policy applies to all decisions to close or adjust the College’s operating schedule because of inclement weather or other emergencies. It also extends to the rental and use of College facilities by external organizations, as referenced in the [Use of Facilities Policy](#).

Definitions

See the Policy Glossary for definitions of hyperlinked terms in this policy.

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Policy

General

The President of Frederick Community College, or their designee, is responsible for determining when classes are cancelled or when the College will close due to [inclement weather](#) or other [emergency conditions](#). Only decisions to delay or close the College will be officially communicated. If no notification is issued, it should be assumed that the College is open on time.

The President consults with the CFO and Vice President for Administration (CFO/VPA), Provost, and the AVP of Operations, who gathers and reports information necessary to support an informed decision.

- A decision to close the main campus and Monroe Center for the entire day will be communicated by 5:30 a.m., or as weather conditions warrant.
- A decision to delay opening until 11:00 a.m. or 5:00 p.m. will also be communicated by 5:30 a.m., or as conditions warrant.
- A decision to close during the day or evening will be communicated as soon as possible, depending on conditions.

Class Schedules

Classes scheduled before a delayed opening will not meet unless the instructor has directed students to report at the delayed opening time.

If an FCC class is scheduled at an off-campus location that is closed (e.g., an FCPS site), the class is cancelled. If the off-campus location is open but FCC is closed, the class is cancelled unless otherwise specified. Students should check with their instructors.

Students enrolled through FCC and attending classes at partnering institutions will follow that institution's delay or closure policy.

Health professions students participating at an off-campus clinical site may still need to report to their location. These students should follow the specific instructions provided in advance by their instructor or program manager/director regarding how inclement weather closures and delays will affect expected attendance.

Incident Weather College Closing Policy

Fully online (asynchronous) courses shall proceed whenever possible during incident weather closings or delays. As appropriate, faculty should communicate any instructional adjustments to students and offer flexibility on submission deadlines.

Employee Guidelines

Employee Type	College Status: OPEN	College Status: DELAYED OPENING	College Status: CLOSED
<u>Essential Personnel</u>	Report to work as scheduled. If already on duty, remain on duty as directed by supervisor.	Report at the designated delayed time or as directed by supervisor. Some essential functions may require reporting earlier based on operational needs.	Must report to work or remain on duty as directed by supervisor. Essential operations continue during closure.
Non-Essential Staff (Non-Faculty)	Report to work as scheduled. Employees should use personal judgment regarding travel safety. If travel is unsafe, notify supervisor. Telework may be permitted with supervisory approval if eligible. Annual or personal leave may also be used if appropriate.	Report to work at the delayed opening time. If travel is unsafe, notify supervisor. Leave may be used, if necessary. Telework may be permitted if eligible and approved.	Do not report to campus. Employees follow the College's closure pay or leave provisions.
Faculty	Hold classes as scheduled. If travel is unsafe, contact your supervisor.	Classes begin at the delayed opening time. Faculty should communicate any instructional adjustments to students as appropriate. If travel is unsafe, contact your supervisor.	In-person and structured remote classes are canceled. Fully online asynchronous classes continue. Faculty should communicate instructional adjustments to students and offer flexibility on submission deadlines as appropriate.

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Official Communication Channels

The College uses the following official channels to announce delays or closures:

- **FCC Alert:** www.frederick.edu/fccalert
- **FCC Website:** www.frederick.edu
- **Social Media:** X (@frederickcc) and Facebook (Frederick Community College)
- **College Information Line:** 301-846-2400
- **Local Radio Stations:** WFMD-AM 930, WFRE-FM 99.9, WAFY-FM 103.1, WWEG-FM 106.9, WTOP-FM 103.5
- **Television Stations:** WRC (NBC 4), WTTG (FOX 5), WJLA (ABC 7), WUSA (CBS 9), WBAL (NBC 11), WJZ (CBS 13), WDVM (Ch. 25)