Inclement Weather Policy

Unusual situations, such as severe weather, may require Bowling Green Technical College (BGTC) to delay its class schedule or close the institution. In the event severe weather poses a threat to the safety of BGTC students or employees, the College President (or his designee) will determine one of three types of schedules that all campuses will implement. **The scheduling decision will be in effect for all locations equally** (i.e. if the main campus is closed, both Glasgow locations will be closed), and **all scheduling decisions will apply to students and employees alike** (i.e. if students report at 10:00 a.m. faculty and staff report at 10:00).

The college has the following three types of schedule:

1. Regular Schedule

All classes at all locations are operating as originally scheduled with no adjustment.

2. Snow Schedule

Classes at all locations will begin at 10:00 a.m., beginning with classes that were originally scheduled to begin at 10:00 a.m. The snow schedule will be posted no later than 6:15 a.m. the day of the schedule change.

For example on the day of the schedule change
(1) a 9:30 a.m. Basic Public Speaking class would be canceled
(2) a 10:00 a.m. Catering class would meet as regularly scheduled

Employees should report to work by 10:00 a.m. Employees not reporting by 10:00 a.m. must take vacation time or make up work as mutually agreed with their supervisor. In the event that the snow schedule is in effect and the weather situation worsens, the college reserves the right to change the schedule to a "closed" status. If this change in schedule is deemed necessary, the decision will be posted prior to 8:30 a.m., otherwise.

Note
Due to an automated process, the snow schedule will be communicated as a "two hour delay" on WBKO's television broadcast.

2. CLOSED -

All campuses are closed. Classes will not meet. Once this schedule change is made it will be in effect for all day and night classes and will not be reversed.

Announcements regarding delays or closings will be communicated using

1. The college weather line (270-901-1100)
2. The main switchboard message (270-901-1000)
3. Selected area radio stations
4. Bowling Green's (WBKO-TV) television station
5. SNAP notification
6. College e-mail
7. The college website http://bowlinggreen.kctcs.edu)

During the winter months the college's website will have a stoplight posted in the "News and Event" section of the homepage. The light color will indicate the current schedule.

Green = Regular schedule
Yellow = Snow schedule
Red = Closed

Below is an example of what will be displayed on the website.