

NORTHWOOD TECHNICAL COLLEGE  
OCCUPATIONAL THERAPY ASSISTANT  
STUDENT POLICIES

**CANCELLATION OF OTA CLASS**

If all classes on campus are cancelled or school is closed due to bad weather, the announcement will be available on local radio and television channels and on the Northwood Tech website. You will also receive information from Northwood Tech on your phone (land line or cell and/or via text) through the college's alert system.

Since OTA lectures are completed via ITV and the Instructor of the course may be at a different location, the location of the Instructor of the course will determine if lecture is cancelled. For example, if Ashland is the campus where the Instructor originates the lecture and Ashland classes are cancelled, lecture will be cancelled for all locations, regardless of each campus status. However, if Ashland is the campus where the Instructor originates the lecture and Rice Lake classes are cancelled, the OTA lecture will occur.

The lecture instructor will make every attempt to record the lecture material for the students who have missed lecture due to campus closing. This recording will be posted in Blackboard for student viewing.

Exams will be given on scheduled days at all campuses that are open. If a campus is closed on an exam day, the lecture instructor will arrange a make-up exam for the next morning at 7:30 a.m. on the campus that was closed. This will be communicated to students via email.