

## **UNIVERSITY POLICY**

### **Weather-related class cancellations/delays**

#### **POLICY**

It is the policy of Slippery Rock University that only the president or his/her designee has the authority to temporarily modify class and/or work schedules in the event of extreme weather conditions including but not limited to snow, freezing rain, floods and hazardous winds. This decision may include the temporary or unscheduled cancellation of all or part of scheduled academic and student programs or events.

#### **PROCEDURE**

University practices for implementing this policy include:

- Slippery Rock University is committed to fulfilling its instructional obligations. It is the University's intent to conduct classes as long as it can maintain reasonable conditions on campus and the roads in the immediate areas are reasonably passable. The University and its off-campus locations will remain open in all but the most extreme circumstances.
- Should severe weather threaten the University, the campus Emergency Team (eTeam) will advise the president/designee as to whether or not classes should be canceled, if a two-hour delay should be implemented or if the University should open or remain open.
- The eTeam is comprised of representatives from communication and public affairs, facilities and campus police. During an alert, the Team monitors campus and regional conditions and receives frequent updates regarding weather conditions and road advisories. The team will report its findings and recommendations to the president/designee for a final determination on the status of classes.
- In recommending a decision, the eTeam considers: the condition of campus parking lots; the condition of campus roads and sidewalks; the availability of uninterrupted utility services; the condition of local and state roads as indicated by road and storm advisories; weather forecasts; and ice, wind and severe cold temperatures.
- If possible, the decision to remain open or to delay or cancel daytime classes (those offered from 8 a.m. to 5 p.m.) will be made before 6 a.m., in order to provide sufficient time to notify the media and the University community.
- If possible, the decision to remain open or to cancel evening classes (those starting at 5 p.m. or later) will be made before 3 p.m. in order to provide sufficient time to notify the media and the University community. Cancellation of classes does not necessarily mean that the University is closed. Any class cancellation will apply to all University locations unless otherwise specified. Faculty members will be expected to make up time for canceled classes. Nonessential services will be provided remotely

where possible and in the format deemed appropriate by the area supervisor/manager. Class cancellation does not imply that there is no class assignment for that day. Students are instructed to check D2L and their University email for readings or assignments that can be completed through electronic means. While faculty may make up lost class time as they choose, they are encouraged to provide alternate online assignments. Such assignments should be posted by 10 a.m. on days when classes are canceled due to severe weather conditions.

- During hazardous weather conditions, students, faculty and staff are urged to use their discretion in deciding whether they can safely commute to work or classes. Non-essential employees, if approved by their supervisor/manager, should work remotely if their duties allow them to do so or should request to use leave if unable to work. The decision as to whether remote work can occur rests with the supervisor/manager in each respective area/office and is based on the operational needs of that unit. (Please reference [Staff Remote Work](#) policy). Any essential University employee required to work on campus and unable to reach campus is required to report off work and request leave, using established procedures. Faculty should not penalize students whomiss class because of severe weather conditions. Students should discuss their absence with their professors.
- During a temporary or unscheduled cancellation, essential functions must be maintained and certain personnel may be required to report to work. Provisions will be made to keep the following operations open to provide services for students in accordance with their respective emergency operations plan:
  - Dining Halls
  - Residence Halls
  - Student Health Services
  - Switchboard
  - University Police
  - University Help Desk
  - Library
  - Student Center
  - Recreation Center
- In the event the University is closed for severe weather, all extracurricular activities are canceled. This includes, but is not limited to: athletic events, plays, performances, guest lectures and campus venue rentals.
- If a decision is made to cancel classes, implement a two-hour delay or close the University, the president or his or her designee will notify members of the President's Cabinet who in turn will notify administrators within their respective divisions.
- If the decision is made to cancel classes or close the University, University

Communication and Public Affairs will:

- Notify the switchboard (724.738.9000).
  - Post the information to the SRU website ([www.sru.edu](http://www.sru.edu)), Facebook and Twitter.
  - Send e-mail alerts to all sru.edu addresses (faculty, staff and students).
  - Notify Campus Alert subscribers.
  - Notify the media.
- For clarity, the following statements may be provided to the media:
    - "In-person classes are canceled. Students should check D2L and their University email for alternate online assignments. Nonessential staff should work remotely or on campus, as assigned by their manager."
    - "The University is closed. Students should check D2L and their University email for alternate online assignment. All offices are closed except for essential services. Essential personnel should report as scheduled. Nonessential staff should work remotely as assigned by their manager or request leave."
    - "The University is on a two-hour delay. All students, staff, faculty and offices (except for essential services) should follow the delay-opening schedule at: [www.sru.edu/Documents/web/compressed-class-schedule.pdf](http://www.sru.edu/Documents/web/compressed-class-schedule.pdf)."

**Policy Effective Date:**

Nov. 23, 2015

**Revised**

Jan. 31, 2022