

PROCEDURE TITLE:	EMERGENCY UNIVERSITY CLOSING AND CLASS CANCELLATION
RELATED POLICY:	5.09
PAGE NO.:	1 of 2
RESPONSIBLE OFFICER(S):	VICE PRESIDENT FOR ACADEMIC AFFAIRS
EFFECTIVE DATE:	1/20/2012
NEXT REVIEW DATE:	1/20/2017
APPROVED BY:	PRESIDENT

Pursuant to Policy 5.09, this procedure identifies protocols for emergency University closing and class cancellation.

## 1.0 EMERGENCY CLASS CANCELLATION

1.1 Cancellation of classes does not mean that the University will be closed.

1.1.1 Cancellation of classes does not mean that the assigned work required to meet the class objectives will be cancelled. The assigned work will be expected to be completed and/or make-up work will be assigned.

1.2 The President or designee, normally the Provost, determines if emergency conditions require classes to be cancelled and for what length of time.

1.3 When the decision is made to cancel classes, the appropriate administrators will make a reasonable attempt to notify members of the faculty and student body through announcements via area radio and television stations, use of “SSU Alert” or other similar system, posting on the University web page, and through the posting of notices in campus buildings.

## 2.0 EMERGENCY UNIVERSITY CLOSING

The University will make every effort to officially remain open except in extreme emergency situations.

2.1 When the decision to close the University is made before the beginning of the normal work day, an attempt will be made to notify members of the University community through announcements over area radio and television stations and posting on the University web page.

2.2 When the decision to close is made during the workday, each office will be notified and information will be posted on the University web page.

3.0 EMERGENCY BUILDING CLOSING

3.1 In the event a building or part of a building becomes dysfunctional, every attempt will be made to provide an alternative work or classroom site.

3.2 If an alternative classroom site cannot be arranged, classes will be cancelled.

4.0 UNIVERSITY COMMUNICATION

Emergency closing and class cancellation information will be posted on the University website and communicated through area radio and television stations, “SSU Alert” or other similar system and postings in buildings, as appropriate.