

# METROPOLITAN STATE UNIVERSITY REGULATIONS



## Class Cancellation and Emergency Closing

### **University Policy #1110**

#### **Section 1. Policy**

This policy is established to define the Class Cancellation and Emergency Closing Process to be followed when it becomes necessary to close the university or delay the opening of the university due to inclement weather or other emergency conditions.

#### **Section 2. Authority**

This policy is issued pursuant to the authority granted the President under Minnesota State Colleges and Universities Board of Trustees Policy 4.4.

#### **Section 3. Effective Date**

This shall become effective upon signature by the president, and remain in effect until modified or expressly revoked.

#### **Section 4. Responsibility**

The responsibility for implementation of this policy is assigned to Vice President for Administration and Finance.

#### **Section 5. Objective**

To articulate the authority and its delegation which govern in cases of weather emergencies or other circumstances which dictate cancellation of all classes and meetings, cessation of university operations and dismissing employees from work.

#### **Section 6. Implementation**

In the event of adverse weather conditions, safety hazards, etc., it is the policy of Metropolitan State University to make every reasonable effort to ensure the safety and well-being of students and employees. For class cancellation and emergency closing procedures, please see University Procedure 110; Class Cancellation and Emergency Closing.

## Cancellation of Classes Due to Weather Emergency

The president of the university or a designee has the authority and responsibility to cancel classes and other university sponsored activities and to close the university. The responsibility may be delegated to the following persons in the following order:

- 1) President: (651) 793.1900
- 2) Provost & Vice President for Academic Affairs: (651) 793.1920
- 3) Vice President for Administration and Finance: (651) 793.1912
- 4) Vice President for Student Affairs: (651) 793.1522

In the absence of the four officers, the person acting as the chief operating officer at the time will have the responsibility for canceling classes and for closing the university.

Please refer to University Procedure 110 [title] for detailed information on the processes related to class cancellation and emergency closing.

### **Section 7. Review**

This policy is subject to review on an annual basis.

### **Section 8. Signatures**

Issued on this 1<sup>st</sup> day of March, 2008.

A handwritten signature in black ink, consisting of a stylized, cursive 'WJL' followed by a horizontal line extending to the right.

William J. Lowe, Ph.D., Interim President

Revised: 11/19/99

Revised 3/1/08