


# ADMINISTRATIVE PROCEDURE

## ADMIN-8

### SOUTH CHARLESTON CAMPUS WEATHER-RELATED AND/OR EMERGENCY CLOSINGS AND DELAYS

Number: ADMIN-8	Name: South Charleston Campus Weather-Related And/Or Emergency Closings And Delays.
Purpose: This administrative procedure clarifies the notification requirements for the South Charleston campus notification requirements for weather-related and/or closings and delays	
Responsible Unit: Academic Affairs	
Approved by: 	Approval Date: 12/21/16

#### 1 General Information

- 1.1. Authority: MUBOG GA-9, Policy Regarding Weather-Related and/or emergency closings and Delays.
- 1.2. Effective on date approved.

#### 2 South Charleston Campus Delays and Closings

- 2.1. In those instances when it is necessary to alter the schedule in response to weather conditions, every effort will be made to notify all those affected—students, faculty, staff and the general public—as expeditiously and as comprehensively as possible as provided in MUBOG GA-9.
- 2.2. Decisions on closings and/or delays will be made jointly by the Chief of Staff, Senior Vice President for Academic Affairs and the Senior Vice President for Operations following the consultation with other appropriate officials, including the President. Should only one or two of those three persons be available, the ones available will make the decision.
- 2.3. Every effort will be made to reach decisions to allow time for adequate notification to the news media, and in turn, those affected.
- 2.4. For those classes meeting in the morning, an effort will be made to decide by 7:00 am. For those classes meeting in the late afternoon, an effort will be made to decide about classes by noon.
- 2.5. Notification of delays or cancellations at the South Charleston campus will be announced by (a) local media, (b) MU Alert, and (c) University website. Students may check the status of their classes by checking the website.