

University Closure

1. The decision to delay or cancel classes or close the University due to bad weather or other threatening circumstances will be made by the President upon the recommendation and advice of the Associate Vice President for Facilities Management (AVPFM) based on road and parking conditions and on safety issues. The AVPFM will consult with other sources for information as needed. In the President's absence or unavailability, the decision to delay or cancel classes or close campuses will be made by the Provost & Vice President for Academic Affairs or the Vice President for Business and Finance.

Definitions of Terms:

University or Campus Closing—The University (all three campuses) or a designated campus is closed for a designated period of time with no classes in session, no offices opened or events being held. (Only security and key personnel should report.)

Classes Cancelled but Staff Reports—No classes are in session for a designated period of time on all or designated campuses, but administrators and staff must report. Administrative offices are open. Scheduled Athletics events are held.

In the event of inclement weather when, for a limited period of time, there may be an extraordinary risk to the safety of students and employees who drive to the University, the University will announce a "*Late Start*." This delay will be for two hours, using 8 a.m. as the regular opening time. A publicly announced two-hour delay would mean a 10:00 a.m. opening. Employees whose functions are required earlier than the normal office opening time should consult their area vice president for instructions. Classes scheduled during the hours affected by the delay will be cancelled.

2. In order to communicate the information as soon as possible, the decision to delay or cancel classes or close the University will be made by 5 a.m. that morning. The 5 a.m. deadline will ensure early coverage by the media, allowing students, faculty and staff to be informed of the delay/closing/cancellation before leaving home.
3. When a decision is made to delay or cancel classes or close the University, the AVPFM will contact the AVP for Marketing & Public Affairs to contact the news media (Channels 2, 4, 7, 50, 62 and radio stations WWJ-950AM and WJR-760AM). The information will also be disseminated through the University's Emergency Alert System. Notice of the delay/closing/cancellation will be added to Detroit Mercy's website by Marketing & Public Affairs or ITS departments. If the AVP for Marketing & Public Affairs is not available, then the Assistant Director for Marketing & Public Affairs will be contacted.

4. When a decision is made to delay or cancel classes or close the University, the AVPFM will notify President's Council members.
5. The Emergency Alert System will notify all students and personnel who are enrolled in the system. Notice of cancellation of evening classes will also be e-mailed to faculty, staff and students from the Office of the President or Provost & Vice President for Academic Affairs. Please note that Athletic events usually proceed as scheduled even if classes are cancelled.
6. When the University cancels classes and events for the evening only, the Marketing & Public Affairs Department will notify TV and radio stations. The notice will also be communicated through the Emergency Alert System and on the University website. Ordinarily, the decision to cancel evening classes and events should be made by noon. The Dean of the School of Law should be consulted by the AVPFM regarding evening classes prior to this decision.
7. Following a cancellation or closing, the President will make the decision to resume classes or re-open upon consultation with the AVPFM. If weather or other safety issues remain, the AVPFM will advise Marketing & Public Affairs to notify the media that classes remain cancelled or that the University remains closed.
8. The procedure for a Friday evening or Saturday closing will be the same as the weekday procedure. The AVPFM will also consult with the Office of Academic Affairs due to the impact on weekend students.