DATE: November 11, 2019
TO: Canisius College Students, Faculty, and Staff
FROM: Jennifer Lodi-Smith, Interim Assistant Vice President for Academic Affairs
RE: School Closings or Delays

This memo outlines the procedures and plans for communication of any impact of weather on normal college activities.

There are several possible options for altering the college’s normal operation due to weather:

1. Cancellation of all Classes
   • Staff expected to report
2. Closing the College
   • Only essential operating personnel should report
3. Delay of Opening
   • Essential operating personnel should report at normal time
   • Other personnel should report once the college is open
   • The time of opening will be provided with the notification
4. Early Closing of the College

Decisions about changes to the college’s operations are based on evaluating the effects of current and forecasted conditions on the safety of students, faculty, and staff. There are generally two decision points each day – one in the early morning and a second in the afternoon.

**Early Morning Decisions**

The decision to close or delay the opening of the college will be made by a group that represents Facilities, Public Safety, Academic Affairs, Student Affairs, and Business and Finance. This group will assess the current conditions, the weather forecast, and the likely effects on college operation and safety. Any decision to alter the normal operations of the college will be communicated to the Canisius community by 6:00 am through the following methods/outlets:

- Canisius Website: [www.canisius.edu](http://www.canisius.edu)
- Canisius Portal: [https://my.canisius.edu/](https://my.canisius.edu/)
- Canisius Alert System
- School Closing Information Line (888-3131)
- TV Stations (Channel 2, WGRZ; Channel 4, WIVB; Channel 7, WKBW; Time Warner Cable, YNN)
Afternoon Decisions
Daytime decisions for early dismissal or cancellation of remaining will be made no later than 2:30 pm. If a decision is made to cancel evening classes (classes beginning after 4:00 pm), it will be communicated no later than 2:45 pm via the methods/outlets listed above.

Additional Considerations

Cancellation During Final Exam Period

This year, undergraduate final exams are December 9th to 13th (Monday through Friday), and graduate final exams are December 9th to 14th (Monday through Saturday). If classes are cancelled for a day during the final exam period, the closing announcement will include information about the rescheduled exams, which will generally occur on Saturday, December 14th for weekday exams and on Sunday, December 16th for Saturday exams.

Individual Class Cancellations

Individual course instructors may cancel specific courses when the college is operating normally. Students should check the portal for list of cancelled classes. Faculty members can cancel individual classes on the portal by clicking the “Cancelled Classes” link found under “Campus Services.”

Campus Events and Other Offices

For campus events during evening hours, weekends and holidays, please see the attached Severe Weather Cancellation Procedures for Campus Events from the office of Events Services for directions. Except under special circumstances, The Women’s Business Center and the Center for Professional Development will follow the decision made by the main campus. Admissions (888-2200) and Alumni Relations will control any scheduled weekend events. The library may still be open even if the college is closed. Please check the library’s website for library hours at https://library.canisius.edu/.

Important Numbers

Main Switchboard 883-7000
Public Safety (Watch Commander) 888-2330
NYS Thruway (Radio 1610 AM) 1-800-847-8929
School Closing Information Line 888-3131

Canisius Alert System

If you have not signed up for the Canisius Alert System, please sign up at myCanisius.edu under the Campus Services quick links. You may choose to receive notifications by text, phone call, and/or email.