



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: SEVERE WINTER WEATHER CLASS
CANCELLATION/COLLEGE CLOSURE

Code: GG0300

Policy Reference: N/A

In the event of winter weather, classes continue as scheduled and campuses remain open unless a cancellation or closure is announced. Generally, the college does not announce that classes are on or that campuses are open.

When determining whether a severe winter weather class cancellation, delayed start times, or college closure is necessary, MATC senior administrators will monitor the severity of the weather and the timing. MATC senior administrators will also take into consideration other school/college closures and impacts on public transportation in making these decisions, but those will not be the sole factors.

Typically, the college will make a decision that impacts all campuses; in the event of a weather emergency that has a substantially stronger impact on one location than another, a decision regarding an individual campus may be made. Please note that the Education Center at Walker's Square is part of the Downtown Milwaukee Campus.

The Rave Alert system is the College's primary communication tool with students and employees to announce class cancellation or college closure. MATC will also post such information on matc.edu and the College's social media accounts. Local news media will also be notified to announce class cancellations or closures.

When possible, delayed start times, class cancellations or college closure will be announced no later than 5 a.m. for day classes and activities or 1 p.m. for evening classes and activities. "Day" classes are those that begin before 4 p.m.; evening classes are those that begin at or after 4 p.m. The following terms are generally used in alerts and announcements to describe unscheduled closings or cancellations:

Campus Closed: the buildings of the designated campus or College are closed, staff is dismissed or not expected to report, with the exception of necessary and previously designated staff.

Classes Canceled: the campus/college buildings remain open, and non-faculty staff remain or report to work stations.

In the event that repeated class cancellations or college closure impact academic requirements, makeup class time may be necessary. Faculty and students will be informed if makeup time is required to meet academic requirements.

Office of Responsibility: Marketing & Communications

Last reviewed: January 2023