



## ADMINISTRATIVE REGULATION AND PROCEDURE

Title: SEVERE WINTER WEATHER CLASS  
CANCELLATION/COLLEGE CLOSURE

Code: GG0300

Policy Reference: N/A

In the event of severe 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 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](http://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; Online, online-virtual, blended and hybrid classes continue; Face-to-face, Virtual F2F Flexible and HyFlex classes will be canceled (class type is indicated on a class syllabus and students also can see their class type by visiting [selfservice.matc.edu](http://selfservice.matc.edu) and choosing "Student Planning") . No services will be available with limited exception for online learning and IT support for students in classes that continue. Students cannot be penalized if they cannot fully participate in the online environment during such a closure. Faculty should consider student access to college resources and other limitations caused by a short-term closure and accommodate as appropriate. Staff is

dismissed or not expected to report, with the exception of faculty teaching the above courses that continue as well as necessary and previously designated staff.

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 by the senior learning officer of the college.

Office of Responsibility: Marketing & Communications  
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