

Inclement Weather Policy

August 2025

Mount St. Joseph University (the “University”) prioritizes the safety of its students and employees. In the event that inclement weather could potentially make travel conditions to and from campus dangerous for the University community, the Emergency Response Team Leader (the “ERTL”), in consultation with the Chief of Police and Provost, shall determine whether or not to cancel classes, delay opening, or close portions or all of the University.

The University is reluctant to cancel classes, delay opening or to close without necessity. Weather conditions throughout the area are often not uniform and careful consideration of the safety of the entire University community is given by the ERTL prior to making any inclement weather safety decisions.

Inclement weather safety decisions will typically be made by 6:00 a.m. for daytime classes and by 3:00 p.m. for evening classes. Any class cancellations, delays or closings will be communicated to all employees and students through MountSafe using their registered phone number(s), email(s), or text(s). MSJ will also provide notice of inclement weather safety decisions to local radio and TV stations that announce local school and business closings.

This Inclement Weather Policy outlines procedures in the event of weather-related disruptions.

1. University Closed

- All face-to-face classes at all locations are canceled.
- University offices are closed.
- Virtual classes will continue as scheduled.
- Students in clinicals/practicums/field placements should follow the guidance established by their specific program.
- Essential personnel: Previously designated essential staff should report as scheduled in order to maintain critical operations.
- Refer to the [University’s Disaster and Emergency Response, and Notification Plan](#) for more details on operational responses to emergencies.

2. University Remote Operations: Campus Will Be Closed To The Public

- All face-to-face undergraduate classes at all locations are canceled.
- Virtual classes will continue as scheduled.
- Graduate students and students in clinicals/practicums/field placements should follow the guidance established by their specific program. **Face-to-face graduate classes may be shifted to a virtual alternative.**

- University offices are open and operating remotely: Employees should conduct business via phone, email, and virtual meetings.
- Department leaders should guide employees in remote work expectations.
- Students in clinicals/practicums/field placements should follow the guidance established by their specific program.
- Essential personnel expected to report to the University to maintain business continuity.

3. University Delay

- A specific start time for face-to-face classes will be communicated.
- Virtual classes will continue as scheduled.
- Students in clinicals/practicums/field placements should follow the guidance established by their specific program.
- Staff and faculty should conduct business via phone, email, and virtual meetings, and report to campus at the announced start time.
- Students should report to campus at the announced start time.
- Essential personnel should report on time to support University operations.
- Class adjustments during a delay:
 - Face-to-face classes scheduled before the start time (and lasting 50–75 minutes) are canceled.
 - Face-to-face classes longer than 75 minutes and starting before the new opening time will meet starting at the delayed time, for a shortened period.
 - Face-to-face classes starting at or after the delayed time will meet at their regular scheduled time.

Example (10:00 a.m. delayed start):

- A 50-75-minute face-to-face class scheduled to 10:00 a.m. will not be held.
- A 120-minute face-to-face class scheduled to meet from 9:00–10:50 a.m. will meet from 10:00–10:50 a.m.
- A 50-minute face-to-face class scheduled to meet at 10:00 a.m. will meet as scheduled.
- Students should refer to each course syllabus and/or speak with any instructor regarding any additional inclement weather attendance policy in a face-to-face course syllabus that may impact a particular class.

4. Individual Discretion

- Regardless of the University's status, individuals must use personal judgment based on local travel conditions.
- Instructors are expected to be understanding of students who choose not to travel in unsafe conditions.

- Students are responsible to contact instructor to obtain any missed content
- If the University is open and an instructor is unable to attend, they must notify students and make arrangements to cover missed content.
- Students should wait 30 minutes for an instructor before leaving a classroom if no prior notice is given.

5. Changing Conditions

- The University may update weather-related decisions throughout the day, based on evolving conditions. Partial-day closures or evening-only decisions are possible. As weather safety conditions change, decisions may be altered by the ERTL.

6. Previously Scheduled PTO

- Employees with pre-approved PTO scheduled on a day when the University unexpectedly closes will still be charged PTO for this time.
- In the event of a university delay:
 - Staff and faculty should conduct business via phone, email, and virtual meetings, and report to campus at the announced start time.
 - Staff who do not report to campus or perform remote operations must request a full PTO day.

7. Snow Emergencies and Travel Advisories

- The University will adhere to snow emergencies and travel advisories issued for Hamilton County, Ohio.
- Regardless of the University's operating status, individuals are expected to exercise personal judgment based on local travel conditions and comply with the travel advisories issued by their respective counties.

Note: This policy is subject to change at any time without prior notice to reflect operational needs, holidays, or when classes are not in session.

For questions, contact Human.Resources@msj.edu