



Cancellation and Closing Procedures

Youngstown State University is open year round except for designated holidays. The university will remain open and classes held unless there is clear and substantiated evidence to warrant otherwise, i.e., extreme weather. Generally, such actions fall under two categories - University Closings and Cancellation of Classes.

- **University Closings.** The university is closed. Classes are cancelled. Employees should not report to work, except for essential emergency personnel*. All buildings, except residence halls and the dining facilities that support those hall will be closed.
- **Cancellation of Classes:** Classes are cancelled, but the university remains open. Employees should report to work.

While the goal is to have as many people as possible on campus when the university is open, the university realizes that some students and employees live a significant distance from campus. Consequently, individuals are not expected to place themselves in a dangerous situation to get to campus. Employees and students are encouraged to use their best judgment in deciding whether it is safe to drive when confronted with severe weather.**

Communications

Among the several tools YSU may use to communicate to students and employees in the event of a university closing or class cancellation:

50% of ppl registered
• **Penguin Alert** text messages and/or e-mails. You must sign up to receive these important text messages. To sign up, visit <http://cms.yosu.edu/ysu/penguinalert>.

*good for other type of emergencies or we'll not just show

- **By phone** on the YSU Emergency Information Line, 330-941-2222.
- **On the YSU homepage.**
- **Social media** via [Facebook](#) and [Twitter](#).
- **Radio and TV:** Closing information will be provided to major radio and television stations across the Youngstown region. (Note that **WYSU-FM 88.5** is the official radio source regarding information about University operations.)

* Such as snow removal crews, as well as other personnel involved in operations that must continue (e.g. Campus Police, WYSU-FM, and some Facilities employees). Premium pay for employees who are required to work during closing, if applicable, will be in accordance with the appropriate bargaining agreement.

** In the event individual judgment is exercised not to report to campus, affected employees, who communicate this action to their supervisors, shall have access to accumulated vacation time, available personal days, or accrued compensatory time and/or emergency leave as provided in applicable policies and collective bargaining agreements. The severity of the weather conditions may also necessitate the cancellation of scheduled events such as national testing sessions, athletic events, and fine and performing arts programs.

The day after a closing/cancellation

For the day following a closing or cancellation of classes, in the absence of a specific announcement to the contrary, it should be understood that classes and other functions will continue as scheduled and that employees should report for work at their normal starting times.

Authority

The authority to close the university and/or cancel classes rests first with the President, and then with the Provost, the Vice President for Finance and Operations and the Executive Director of Facilities.

Calls should NOT be made to the YSU Police Department to verify a university closing.

A note on low temperatures

Youngstown State University rarely closes for low temperatures alone.

The primary factor we take into account in deciding if the campus should remain open is the safety of students, faculty, staff and visitors. That is our top consideration. After consulting a variety of sources and assessing weather conditions and forecasts, if the university determines that there is a significant threat to the safety of the campus community, the university will act immediately and appropriately.

It also is important to understand that universities are different than schools serving elementary, middle and high school students. YSU students and employees are adults; they are capable of preparing for inclement weather. They also are capable of using their best judgment in deciding if weather conditions warrant changing their schedules.

Also, students pay for services offered by YSU. When the university closes, those services are withheld. YSU is committed to providing those services to students as long as conditions do not present an undue threat to the campus community.