

ST. MARY'S COLLEGE OF MARYLAND
2016– 2017
CANCELLATION AND POSTPONEMENT PROCEDURES

The following procedures will be used if inclement weather interferes with the College's normal functions. The College is primarily residential and will endeavor to maintain all functions whenever possible. Liberal attendance make-up policies should be available to commuter students.

These procedures are in effect 7 days a week, including weekends.

Depending upon the circumstances the College may remain open; open with a liberal leave policy in effect; have a delayed opening (9:00 a.m., 10:00 a.m., or 11:00 a.m.); or close.

4:45 a.m. The director of public safety contacts the vice president for business and finance with weather reports from local agencies, information from the Maryland State Police, and closing reports from the Calvert, Charles, and St. Mary's public schools.

The vice president for business and finance consults with the president and the provost/dean of faculty.

The president informs the vice president for business and finance of their decision.

The vice president for business and finance informs the provost/dean of faculty and the director of public safety.

The director of public safety notifies the vice president for institutional advancement, the vice president of enrollment management/dean of admissions, and the vice president for student affairs/dean of students.

The vice president for student affairs/dean of students informs the associate dean of students, who advises the residence hall coordinators and the food service general manager.

The vice president for institutional advancement informs the media and marketing specialist and the web developer.

5:15 a.m. The Office of Communications sends an email to faculty, staff and students with the closing/postponement information.

The media and marketing specialist provides details of the College's closing to regional media outlets.

The web developer updates the College webpage.

6:00 a.m. The provost/dean of faculty contacts the director of the library to determine if the library and some computer labs remain open. (*If students are in residence*)

The vice president for business and finance contacts the assistant vice president for planning and facilities and the grounds superintendent to determine the staffing of the physical plant for snow removal and housekeeping operations.