The University of Waterloo’s weather closing guidelines have been updated after consultation with campus stakeholders.

The University recognizes that in the event of severe weather, the circumstances of individual students, faculty and staff will vary widely even as institutional decisions are made to close or remain open. In light of this, we have made a number of new clarifications to the guidelines, particularly in situations when the University may stay open in severe weather, and in the event that classes are cancelled without the total closure of the University.

**Weather-related closing guidelines**

In the event of severe weather, all members of the University community should consult the University’s homepage and Twitter channel, check the WatSAFE app, which is available for BlackBerry, Android and IOS devices, tune in to a local radio station, check local media websites or call the University’s Infoline (1-866-470-0910) to learn whether or not Waterloo has closed. The University also maintains a dedicated weather statement page with Environment Canada weather notices for the region and safety tips that will be updated in the event of severe weather.

The decision-making framework around University weather closings has not changed, nor has the definition of what “closed” means and how students, faculty and staff are affected by a closure.

**When the University stays open in severe weather**
Those students, faculty and staff who judge that it may be unsafe to come to campus in the event of severe weather should discuss alternate arrangements with their instructor or supervisor. Faculty or instructors who are not able to reach campus to conduct their classes should inform their students as soon as possible by whatever means is appropriate, and teaching assistants who can't make it to campus should notify their course instructors and endeavour, where possible, to find a suitable replacement and determine how to make up missed hours. Staff members should inform their manager or department head as soon as possible if they will not be present at work that day.

**When the University is open but classes are cancelled**

There may be occasions when the University remains open, but it is deemed appropriate to cancel classes as well as other scheduled meetings with students (laboratories, tutorials, tests, exams, etc.). The decision to remain open but cancel classes will be made by the provost, and in the event that classes are cancelled but the University remains open, no student will be academically penalized for being unable to get to campus.

In most cases, a University closing or class cancellation decision also applies at the affiliated and federated institutions. Decisions at satellite campuses are made by the administrator responsible for the campus, taking into account the principles contained in the weather closing guidelines.

The updated weather closing guidelines have received endorsement by the University's Executive Council and supersede previous versions of the document.

I invite you to review the updated weather closing guidelines located on the Secretariat & Office of General Counsel website.

Ian Orchard
Vice-President, Academic & Provost

Supervisors, please post for the convenience of employees without direct access to email.