



## Inclement Weather Plan

There are instances when the university must cancel or delay classes because of weather-related emergencies. In preparing for such eventualities, the university has three statuses:

Open	Business as usual
Closed	Classes cancelled and most offices closed
Snow Plan	120-minute delayed start

Closed status and Snow Plan status are described below. The authority to close the institution or implement the Snow Plan schedule resides with the President or designee.

With regard to weather-related emergencies, all faculty, staff and students are expected to use their best judgment when traveling to campus. Please do not travel if you believe local conditions are such that travel is hazardous.

### **Procedures:**

**Decisions:** The Office of Campus Safety and Security is responsible for notifying the President of possible inclement weather and recommending a course of action based on the best available information. The President consults key executive staff members and makes a decision. The Director of Campus Safety and Security then notifies various personnel to communicate the information to the campus community. The goal is to make the decision by 6 a.m. No communication means that the university is open for business as usual.

**Communications:** Information about closing campus or implementing the Snow Plan is communicated via email and on the UPIKE website. Emails from the President, Campus Safety and Security, or the Provost are considered official communications. The university also communicates inclement weather information to local media outlets and on UPIKE's official social media platforms. If there is any question regarding the authenticity of the message, faculty, staff and students are encouraged to check their UPIKE email and the website for official communications.

**Closed Status:** When the university is closed, the following occurs:

1. Classes are canceled for the entire day. Students should check their email and Canvas for updates from their instructors.
2. All offices close except for key areas such as Physical Plant, Campus Safety and Security, the Cafeteria and the Food Court. Please note the Cafeteria is open on the Saturday brunch schedule. Essential personnel report as appropriate.

3. The Allara Library closes. Conditions permitting, the library reopens the evening before classes resume from 1-9 p.m. with the normal evening staff. These hours are subject to change based on weather conditions.

In the event the university closes during normal daily operations, information regarding the closing is communicated to faculty, staff and students through the aforementioned means.

**Snow Plan:** Classes begin at 10 a.m. instead of 8 a.m. This allows road crews and university personnel to make progress on clearing streets and sidewalks.

Goals for the university during Snow Plan implementation include:

- A. The opening of offices and start of classes are delayed by two hours. All essential employees report at normal times. Non-essential employees report at 10 a.m. or their normal start time if later. All employees are compensated for the cancelled two hours of the day. Employees who cannot make it to campus until later than the delayed start time may take appropriate leave time.
- B. All classes will have the opportunity to meet, albeit for less time.
- C. The “normal” class schedule will resume no later than 4:30 p.m.
- D. Meetings, office hours and other activities are adjusted to comply with the Snow Plan schedule.
- E. Offices close at their normally scheduled time.

Goals for each academic area during the Snow Plan include:

**College of Arts & Sciences, Coleman College of Business, Patton College of Education, and College of Nursing and Human Services**

**Undergraduate and Master’s Programs (see attached schedules):** In the MWF Snow Schedule, the first eight “regular” class periods are shortened 15 minutes. The schedule becomes “regular” at the start of 4 p.m. classes. The time between classes remains 10 minutes.

In the TR Snow Schedule, the first five “regular” class periods are shortened 15 minutes. The schedule becomes “regular” at the start of 4:30 p.m. classes. The time between classes is reduced from 15 minutes to 10 minutes. The chapel/meeting time (11 a.m.-11:50 a.m.) is reduced to 30 minutes.

**College of Nursing and Human Services (CNHS):** Nursing students should check their UPIKE email and Canvas for specific details related to clinical courses.

**Libraries:** The Allara Library will open at 9:30 a.m. The Medical Library will open at 9:30 a.m. or according to its normal schedule.

**Kentucky College of Osteopathic Medicine (KYCOM)**  
**Kentucky College of Optometry (KYCO)**

**Kentucky College of Osteopathic Medicine:** As part of the UPIKE Snow Plan, KYCOM classes are delayed until 10 a.m. The regular class schedule is effective for the remainder of the day. Any hours originally scheduled from 8-10 a.m. will be made up later, possibly at the end of the same day. For days that start with 8 a.m. labs, such as gross anatomy, it is likely those labs will begin at 10 a.m. with the remainder of the daily schedule adjusted accordingly. Students should check their UPIKE email and Canvas for specific details.

**Kentucky College of Optometry:** As part of the UPIKE Snow Plan, KYCO classes are delayed until 10 a.m. The regular class schedule is effective for the remainder of the day. Any hours originally scheduled from 8-10 a.m. will be added to the end of the same day, if weather permits. If not the same day, time will be made up on the first available evening or Saturday morning that is deemed safe. Students should check their UPIKE email and Canvas for specific details.

**Undergraduate Classes**  
**Monday, Wednesday and Friday**  
(120-minute delayed start)  
Standard MWF class times are highlighted

<b>Monday, Wednesday, Friday Classes</b>	
<b>Regular Schedule</b>	<b>Snow Schedule</b>
8:00 a.m. – 8:50 a.m.	10:00 a.m. – 10:35 a.m.
8:00 a.m. – 9:50 a.m.	10:00 a.m. – 11:20 a.m.
8:00 a.m. – 10:50 a.m.	10:00 a.m. – 12:05 p.m.
9:00 a.m. – 9:50 a.m.	10:45 a.m. – 11:20 a.m.
9:00 a.m. – 10:50 a.m.	10:45 a.m. – 12:05 p.m.
10:00 a.m. – 10:50 a.m.	11:30 a.m. – 12:05 p.m.
10:00 a.m. – 11:50 a.m.	11:30 a.m. – 12:50 p.m.
11:00 a.m. – 11:50 a.m.	12:15 p.m. – 12:50 p.m.
12:00 p.m. – 12:50 p.m.	1:00 p.m. – 1:35 p.m.
12:00 p.m. – 1:50 p.m.	1:00 p.m. – 2:20 p.m.
1:00 p.m. – 1:50 p.m.	1:45 p.m. – 2:20 p.m.
1:00 p.m. – 2:50 p.m.	1:45 p.m. – 3:05 p.m.
2:00 p.m. – 2:50 p.m.	2:30 p.m. – 3:05 p.m.
2:00 p.m. – 3:15 p.m.	2:30 p.m. – 3:45 p.m.
2:00 p.m. – 3:50 p.m.	2:30 p.m. – 3:50 p.m.
3:00 p.m. – 3:50 p.m.	3:15 p.m. – 3:50 p.m.
3:00 p.m. – 4:15 p.m.	3:15 p.m. – 4:15 p.m.
3:00 p.m. – 4:20 p.m.	3:00 p.m. – 4:20 p.m.
3:00 p.m. – 5:50 p.m.	3:15 p.m. – 5:50 p.m.
4:00 p.m. – 4:50 p.m.	4:00 p.m. – 4:50 p.m.
4:30 p.m. – 5:45 p.m.	4:30 p.m. – 5:45 p.m.
5:00 p.m. – 5:50 p.m.	5:00 p.m. – 5:50 p.m.
5:00 p.m. – 7:30 p.m.	5:00 p.m. – 7:30 p.m.
6:00 p.m. – 8:40 p.m.	6:00 p.m. – 8:40 p.m.

**Undergraduate Classes  
Tuesday and Thursday  
(120-minute delayed start)  
Standard TR class times are highlighted**

<b>Tuesday, Thursday Classes</b>	
<b>Regular Schedule</b>	<b>Snow Schedule</b>
8:00 a.m. – 8:50 a.m.	10:00 a.m. – 10:50 a.m.
8:00 a.m. – 9:15 a.m.	10:00 a.m. – 11:00 a.m.
8:00 a.m. – 10:50 a.m.	10:00 a.m. – 12:10 p.m.
9:00 a.m. – 9:50 a.m.	11:10 a.m. – 12:00 p.m.
9:00 a.m. – 10:50 a.m.	11:00 a.m. – 12:10 p.m.
9:30 a.m. – 10:45 a.m.	11:10 a.m. – 12:10 p.m.
10:00 a.m. – 10:50 a.m.	11:10 a.m. – 12:00 p.m.
11:00 a.m. – 11:50 a.m. (Chapel/Meetings)	12:20 p.m. – 12:50 p.m. (Chapel/Meetings)
12:00 p.m. – 12:50 p.m.	1:00 p.m. – 1:50 p.m.
12:00 p.m. – 1:15 p.m.	1:00 p.m. – 2:00 p.m.
1:00 p.m. – 1:50 p.m.	2:10 p.m. – 3:00 p.m.
1:00 p.m. – 2:50 p.m.	2:10 p.m. – 3:10 p.m.
1:30 p.m. – 2:45 p.m.	2:10 p.m. – 3:10 p.m.
2:00 p.m. – 2:50 p.m.	2:10 p.m. – 3:00 p.m.
3:00 p.m. – 3:50 p.m.	3:20 p.m. – 4:10 p.m.
3:00 p.m. – 4:15 p.m.	3:20 p.m. – 4:20 p.m.
3:00 p.m. – 5:50 p.m.	3:20 p.m. – 5:20 p.m.
4:30 p.m. – 5:45 p.m.	4:30 – 5:45 p.m.
6:00 p.m. – 8:40 p.m.	6:00 – 8:40 p.m.