

# In-Person Class Cancellation and University Closure Procedures

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## Notification procedures for In-Person Class Cancellation, Class Delay and University Closure

When hazardous weather conditions or other unforeseen circumstances require emergency cancellation of in-person classes and closure of University offices, the Office of the Provost, in consultation with other senior members of the Office of the President and/or the Academic Deans, will notify the campus community.

## Notification Methods

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The University notifies the community by a number of means:

- **The Eagle Website** always has most up-to-date information: <http://eagle.northwestu.edu/>.
- **A text message** will be sent through the My Alerts system. Be sure that your notification preferences are updated: <http://eagle.northwestu.edu/my-alerts/>
- **An e-mail message** will be sent to all the pertinent listservs.
- **The main University switchboard** will have an outgoing message announcing closures: 425.822.8266.

## Types of Cancellation/Closure Notifications

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- **In-Person Classes Delayed:**  
Generally this is announced when the weather is improving and the primary issue is driving conditions. We attempt to make this announcement by 6:00am and no later than 7:00am. The Delayed Start time schedule is available [here](#).
- **Daytime In-Person Classes Cancelled—Meeting Remotely Instead:**  
When this is announced, the University is still open for other business. We attempt to make this announcement by 6:00am and no later than 7:00am.
- **Evening In-Person Classes Cancelled—Meeting Remotely Instead:**  
This notification applies to courses starting at 4:30pm or later. We attempt to make this notification by 1:00pm and no later than 3:00pm.
- **University Offices Working Remotely and Classes Meet Remotely:**  
We attempt to make this announcement by 6:00am and no later than 7:00am.
- **University Offices Closed and No Classes:**  
We attempt to make this announcement by 6:00am and no later than 7:00am.