Delays and Closings Policy

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The college will make every effort to remain open, but it may be necessary to delay or close the college due to unavoidable conditions, most often due to inclement weather. The status of the college is decided by the chief academic officer in collaboration with other members of the Senior Leadership Team.

The college strives to make:

- the decision to close the campus for the day or to delay opening by 5:15 a.m.
- the decision to close campus for the evening by 2 p.m.

The Hogan Sports Center will follow the Colby-Sawyer College schedule.

When Colby-Sawyer is closed, all public events are automatically canceled. Announcements canceling pre-scheduled evening events due to inclement weather will be made by 2 p.m. the day of the event.

Windy Hill School's Closure Policy:

- Windy Hill will be closed when Colby-Sawyer is closed.
- Windy Hill will have a delayed opening if Colby-Sawyer has a delayed opening.
- Windy Hill staff will make every effort to send an email to all families if the school is closed or delayed.

Inclement Weather and Personal Safety

Colby-Sawyer College is a residential college, but some undergraduate and graduate students commute to campus. The college is staffed by some departments on schedules that may extend beyond the official 8 a.m. to 5 p.m. business hours. In the case of inclement weather when the college does not declare a delayed opening or closing, students and nonessential employees should decide at their discretion if they will travel to campus for all or part of the day. Students should communicate promptly with their instructors if weather conditions will prevent them from getting safely to campus to attend class in person. Essential personnel (Facilities, Campus Safety and Dining Services) should plan to come to work unless otherwise instructed by their supervisor.

Delays

The official opening time for the college is 8 a.m. A delayed opening means the college will open and classes will begin at 10 a.m. If the college announces a delayed opening, all first-shift employees (other than those designated as “essential” personnel) should report to work at 10 a.m. If an employee's regular start time is different from the college's official opening time of 8 a.m., they should report to work at 10 a.m. or at their regular start time, whichever is later.

Classes scheduled with a start time before 10 a.m. are canceled by a delayed opening. The college will resume its regular academic schedule beginning at 10 a.m. if there has been a delayed opening.

Closings

When the college is in the process of closing (campus notification issued), is closed or is in the process of reopening, all on-campus classes are canceled, and offices are closed. Only functions deemed essential to college operations will take place until further notice. Accordingly, essential personnel pre-designated by senior leadership as accountable for essential functions may be required to stay on campus or may be called in to perform essential functions. The college is considered closed to all persons except resident students and those pre-designated necessary to perform essential functions. Consequently, all persons not pre-designated should not be on or return to campus until normal operations resume. This requirement is necessary to provide for the appropriate safety and security of the campus community and facilitate the return of the campus to open status. Any variations from this standard will be emailed to faculty, staff and students.

When the physical campus is closed, the decision to conduct classes remotely is at the discretion of each faculty member. Still, no on-campus courses, practices, events or rehearsals may occur. Faculty who hold remote classes while the college is closed will communicate that information directly to their students.

For staff members whose work responsibilities do not require their physical presence on campus, the day shall be considered a paid day. Those who wish to work remotely should do so only after receiving approval from their supervisor.

Announcements to College Community

Announcements of a delay or closing are made by 5:15 a.m. whenever possible through the following communications vehicles:

- CSC ALERT, sent to registered community members through text messaging and e-mail. Register here.
- The Colby-Sawyer College homepage.
- A message on the college's main telephone number, 603-526-3000. A recorded message will inform employees if the campus is closed or if the opening is delayed. If the regular phone greeting is on, employees should assume the college is open for business as usual.
- Announcement through major media venues in the region, including WMUR-TV Channel 9 and WNTK (99.7 FM).

Media inquiries should be directed to Beth Staples, director of marketing and communications, at 207.404.0708, beth.staples@colby-sawyer.edu

This policy was updated in February 2025.

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