



POLICY TITLE:

Delays and Cancellations Policy

APPLIES TO:

All faculty, staff and students

ADMINISTRATIVE AUTHORITY:

Marketing and Public Relations

APPROVED BY:

President Koffi C. Akakpo (Interim Approval)

EFFECTIVE DATE:

September 26, 2025

EXPIRATION DATE:

Sixth Months from Approval if Not Renewed or Made Permanent

NEXT REVIEW DATE:

POLICY STATEMENT:

In the event of inclement weather, information regarding university delays or closures will be communicated through the following official channels:

- Local and regional television stations
- Bred Alerts (text message notifications)
- KSU News (email)
- Official KSU social media accounts
- By 6:00 A.M.

DEFINITIONS:

Delays: A temporary adjustment to the university's operating schedule. Classes (online and in-person) and university operations will begin at the designated delayed time. Essential personnel may be required to report as directed.

Cancellations: All classes and university operations are suspended for the day, unless otherwise noted. Essential personnel may still be required to report as directed.

PROCESS:

- 1) Bred Alerts
- 2) KSU Email, Social Media and Website
- 3) Inform Local and Regional News Outlets
- 4) Facility Updates
- 5) Safety Updates via Weather Hazards

REFERENCES AND RELATED MATERIALS:

Monitor text messages via [KSU's Bred Alerts](#)

View KSU's Web site: www.kysu.edu

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Marketing and PR	(502) 597-7000	news@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	September 2025	Jessica Holman
