



TO: Lincoln University Faculty, Students and Staff

DATE: February 9, 2011

**SUBJECT: Weather-related Delay/Cancellation**

Lincoln University will adhere to the following “Two Hour Delay” and “Notification of Delay/Cancellation” guidelines when a decision is made to delay or cancel classes due to weather conditions.

### **Two Hour Delay**

Two hour delay means that all MTWRF classes that are scheduled to end **before** 10 AM are cancelled. Classes that begin prior to 10 AM and are scheduled to end **after** 10 AM will begin at 10 AM and end their regularly-scheduled times, e.g., TR 9:30 AM classes will meet at 10 AM and will end at 10:50 AM.

### **Notification of Delay/Cancellation**

The University decision to delay or cancel classes will be made public no later than 6:00 AM on the morning of the weather-related delay/cancellation.

Thank you for your attention to the above.

Ivory V. Nelson, Ph.D.  
President