

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

ACADEMIC

SUBJECT: Academic Continuity and Catastrophic Events

REVIEWERS: Provost*
Director of Teaching, Learning and Technology

POLICY

The purpose of the Academic Continuity and Catastrophic Events policy is to provide a framework to ensure academic continuity for students in the event of catastrophic or otherwise unexpected situation should occur which could impact academic operations.

DEFINITIONS

Academic Continuity – the continuation of academic services and support using instructional technology tools and online teaching and learning strategies during an emergency event or extended college closure.

Catastrophic Event – a sudden and large-scale event, outside the control of the College, which prevents the College, its faculty, staff, and students from proceeding with normal activities.

Unexpected Situation – an unforeseen event, outside the control of the College, which prevents the College, its faculty, staff, and students from proceeding with normal activities.

PROCEDURE

- A. Short-term or narrow scope academic interruptions. These are defined as interruptions which impact a small area such as specific course or program or are less than one week of interruption across the entire campus. Examples include but are not limited to inclement weather, building maintenance, power outages, and server outages.
 1. The dean of student affairs and enrollment management may consult with the provost and make the determination to close the college campus or parts of the college campus. The dean will work with the director of teaching, learning, and technology to ensure communication is sent to all students and teammates regarding any details of the interruption.
 2. Program chairs will work with program faculty to create and maintain a plan of action which may include current emergency lesson plans or alternative formats of content delivery in the event of such an interruption.
 3. If needed program chairs can consult with the provost and/or the director of teaching, learning and technology to ensure all faculty are prepared and have training to implement program/department plans.
- B. Long-term or broad scope academic interruptions
 1. Should a catastrophic event, including a natural disaster or unforeseen phenomenon, occur that impacts academic operations the provost and/or the director of teaching, learning and technology will work in consultation with the Teaching and Learning committee (TLC) to determine the appropriate modification options that exist to continue delivery of instruction.
 2. The director of Teaching, Learning and Technology will then work as the liaison with TLC and the academic program chairs to determine when and how the modification will be implemented within the academic programs.
 3. If the interruptions create the need for curriculum revision, then the Academic and Curriculum Committee will be consulted.
 4. Should the event cause undue hardships or circumstances with the students, the student success coordinator can work as a liaison for the students to help with any leave of absence or withdrawal that may need to occur.

5. Should a catastrophic event occur, the college maintains the authority to reduce tuition and fees, offer refunds or enact additional financial measures that are deemed appropriate during such circumstances.
6. All actions and decisions will be coordinated through the Emergency Response Team and approved by the appropriate administrative body (e.g., Board of Directors, Leadership Team, etc.).

C. Program Closure

1. When the decision is made to close a program, instructional site, branch campus, or the college, a teach-out plan is developed. Generally, the college will teach out currently enrolled students, will no longer admit students to the named program(s), will provide alternative options for students who have been admitted but have not yet started the program and will then terminate the program(s).
2. The College may enter into a contract agreement with another institution to teach out the program(s). A teach-out plan outlines how the College can provide reasonable opportunities for students to complete their program of study. The contents of teach-out plans must be consistent with applicable standards and regulations for all involved accrediting bodies and organizations. In accordance with federal requirements for catastrophic events, the teach-out plan is submitted to the Southern Association of Colleges and Schools Commission on Colleges prior to its implementation.
3. All student records will be submitted to the State Archives of North Carolina.

D. The Academic Continuity and Catastrophic Events policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policies to Consult

Carolinas College:

ACADEMIC - **Withdrawal-Leave of Absence (W-LOA)**; Program Closure

ADMINISTRATIVE - Emergency Response and Notification; Refunds

HUMAN RESOURCES – Paid Time Off

SACSCOC – Good Practices: Closing a Program, Site, Branch or Institution

Related Form(s)

Emergency Response Plan

SARA Institutional Renewal Application (Institution Renewal | NC-SARA)