

## Instruction Interruption Policy

Date of Current Revision: June 12, 2023

Primary Responsible Officer: Annette Harpine, Vice President for Instructional Support

<b>Policy Title:</b>	Instruction Interruption Policy	<b>Effective Date:</b>	July 1, 2023
		<b>Revised Date(s):</b>	June 12, 2023
<b>Policy Type:</b>	<input type="checkbox"/> Board <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Academic <input type="checkbox"/> Student <input type="checkbox"/> Other: _____	<b>Contact:</b>	Annette Harpine, Vice President for Instructional Support

Policy Statement
<p>Should an unexpected or catastrophic event (including, but not limited to, weather-related events, pandemics, fire, military deployments) occur, the institution commits to the following actions:</p> <ul style="list-style-type: none"> <li>• Provide a reasonable alternative for instruction and services offerings.</li> <li>• Provide appropriate teach-out plans and assist students with those plans.</li> <li>• Provide assistance for transferring earned credit to and from other institutions.</li> <li>• Adhere to established state policies and regulations pertaining to tuition reimbursement, should instruction be discontinued or interrupted.</li> </ul>

<b>Purpose:</b>	This document outlines the procedures and policies in place at Coastal Carolina Community College in order to address institutional and instructional operations in the case of emergency situations or catastrophic events.
<b>Procedure:</b>	<p>Should a catastrophic event render the institution unable to deliver instruction or support for its students through normal and customary means, the College will assemble its Business Continuity Team and the following procedures will be used to guide the institution:</p> <ul style="list-style-type: none"> <li>• Institutional class disruptions process: <a href="#">Adverse Weather Policy</a> (<i>Full-Time Faculty and Staff Handbook</i>, Section II, p. 1); <a href="#">Backup and Protection of Electronic Data</a> (<i>Full-Time Faculty and Staff Handbook</i>, Section V, p. 3)</li> <li>• Institution or program closure process: <a href="#">Program Closure</a> (<i>SACSCOC Substantive Change Policy and Procedures</i>, Section 2, p. 41)</li> <li>• Institutional process for teach-out/transfers: <a href="#">Teach-Out</a> (<i>SACSCOC Substantive Change Policy and Procedures</i>, Section 2, p. 65); <a href="#">Community College Closure: Teach-Out Plan and Records Preservation</a> (North Carolina State Board of Community Colleges Code 1B SBCCC 200.99); <a href="#">Records Retention &amp; Disposition Schedule, Colleges in the North Carolina Community College System</a> (North Carolina Department of Natural and Cultural Resources, Division of Archives and Records)</li> <li>• Institutional process for change in the method of delivery of instruction: <a href="#">Method of Delivery – Notification</a> (<i>SACSCOC Substantive Change Policy and Procedures</i>, Section 2, p. 37)</li> <li>• Institutional tuition refund policy: <a href="#">Tuition Refund Policy</a> (<i>2023-2024 College Catalog</i>, p. 36); <a href="#">Military Refund Policy</a> (<i>2023-2024 College Catalog</i>, p. 37); <a href="#">Curriculum Tuition Refunds</a> (North Carolina State Board of Community Colleges Code 1E SBCCC 900.1); <a href="#">Military Refund</a> (North Carolina State Board of Community Colleges Code 1E SBCCC 900.4)</li> <li>• North Carolina Community College System emergency grading guidance: <a href="#">Emergency Grading and Methods to Complete the Learning Outcomes for Students</a> (NCCCS Memo CC20-038)</li> </ul>

## Instruction Interruption Policy

Date of Current Revision: May 17, 2023

Primary Responsible Officer: Annette Harpine, Vice President for Instructional Support

<b>Scope:</b>	The above-cited policies apply to students who are enrolled during a catastrophic event.
<b>Exclusions:</b>	Policies are applied consistently to all enrolled students.
<b>Enforcement:</b>	Administration, Student Services, Instruction, and Information Systems Support Services
<b>Publication:</b>	Internal administrative files
<b>Duration:</b>	Until amended or rescinded by the Administration
<b>Review Period:</b>	Annually
<b>Definitions:</b>	Definitions may be found in the <i>SACSCOC Substantive Change Policy and Procedures</i> <a href="#">Appendix B: Glossary</a> .

<b>Accreditor Docs:</b>	<a href="#">SACSCOC Substantive Change Policy and Procedures</a>
<b>Accreditation:</b>	Southern Association of Colleges and Schools Commission on Colleges ( <a href="#">SACS Accreditation Letter 2018</a> )
<b>Related Forms, Policies, or Tools:</b>	<a href="#">NC-SARA Renewal Application 2023</a>

<b>Reviewed By:</b>	Annette Harpine	<b>Title:</b>	Vice President for Instructional Support	<b>Date:</b>	June 12, 2023
<b>Reviewed By:</b>	Matthew Herrmann	<b>Title:</b>	Vice President for Instruction and Student Services	<b>Date:</b>	June 12, 2023
<b>Reviewed By:</b>	Jessica Mand	<b>Title:</b>	Division Chair for Student Services	<b>Date:</b>	June 12, 2023
<b>Approved By:</b>	David Heatherly	<b>Title:</b>	President	<b>Date:</b>	June 12, 2023
<b>Last Updated By:</b>	Annette Harpine	<b>Title:</b>	Vice President for Instructional Support	<b>Date:</b>	June 12, 2023

<b>Keywords:</b>	<i>Catastrophic</i> <i>SARA</i> <i>Refund</i> <i>Instruction</i> <i>Closure</i> <i>Interruption</i>
------------------	---