

Century College

3.17.0.6: Awarding of Credit in the Event of a Long-term Emergency

Introduction

This policy addresses the awarding of credit for work completed in the event of a long-term emergency resulting from natural or other disasters. As defined in Minnesota State College and Universities Board *Policy 1A.10: Long-term Emergency Management*, a long-term emergency is one that “substantially disrupts the learning or working environment or operating integrity of a college, university, or the system, and whose impact is expected to last seven days or more.”

Declaration of a Long-term Emergency

Board Policy 1A.10 authorizes the Century College President to declare a long-term emergency of seven days or more, after consultation with the chancellor. The President is further authorized to take actions necessary to protect the safety of students, faculty, and staff, and/or the operating integrity of the institution, including closure of the College. Actions following a long-term emergency closure of the College may include suspension or cancellation of an academic term and the establishment of the date for resumption of services.

Long-term Emergency Suspension

Long-term emergency suspension refers to the temporary cessation of normal educational services at the College for all or part of a semester, with the intention of:

- Resuming operations during the regularly scheduled semester time frame, or
- Rescheduling the resumption of operations for that semester beyond the normally scheduled time frame.

Long-term Emergency Cancellation

Long-term emergency cancellation refers to the cessation of normal educational services at the College for all or part of a semester, with no intention of completing the semester.

Long-term emergency closure prior to the completion of two-thirds of the semester

When a long-term emergency closure occurs prior to the completion of two-thirds of the semester, the College President, after consultation with the Chancellor, may either cancel or suspend the semester. In the event that the semester is cancelled, no academic credit shall be awarded for cancelled classes. In the event that the semester is suspended, the term shall be resumed at a time determined by the President and academic credit shall not be awarded until completion of the resumed term.

Long-term emergency closure after completion of two-thirds of the semester

When a long-term emergency closure occurs after the completion of two-thirds of the semester, the College President, after consultation with the Chancellor, may either suspend the semester or declare the semester complete, in accordance with system procedure.

Procedures

Declaration of long-term emergency and College closure

Upon declaring a long-term emergency, the College President shall communicate with students, faculty, and staff in a manner consistent with the College’s *All Hazards Plan*. Communication modes may include, but are not limited to: broadcast email and voicemail messages, memoranda, US Mail, web postings, and/or public service announcements.

Long-term emergency closure prior to the completion of two-thirds of the semester

When a long-term emergency closure occurs prior to the completion of two-thirds of the semester and the semester is declared cancelled, the following shall occur:

1. All student registrations shall be dropped, with no negative effect on the student's academic standing
2. Students registered for off-campus internships, practica, study abroad, travel study, or clinical experiences shall comply with the directives of the host organization, in coordination with the College.
3. The amount of time allowed for completion of existing incomplete grades in courses from a prior semester shall be extended twelve months from the resumption of class. Such extensions shall be documented in the student's file.

Long-term emergency closure after completion of two-thirds of the semester

When a long-term emergency closure occurs after the completion of two-thirds of the semester and the semester is declared cancelled, the following shall occur:

1. If the President, after consultation with the faculty, determines the semester to be complete and ended, students will receive a grade of "PE," to denote pass under extraordinary circumstances.
2. Students registered for off-campus internships, practicum, study abroad, travel study, or clinical experiences shall comply with the directives of the host organization, in coordination with the College.
3. Students may choose to re-enroll in courses for which they received a grade of "PE" in the first semester after resumption at no additional tuition charge with approval of the College.
4. Recording of grades shall occur upon resumption of operations.

Occupational or professional licensure or certification requirements

When a long-term interruption of learning occurs and prevents students enrolled in programs that prepare graduates for occupational or professional licensure or certification from completing requirements, the President may, after consultation with the faculty establish a semester calendar modification or alternative delivery for affected program courses.

Study abroad and travel study programs

The decision to continue, suspend, or cancel study abroad and travel study programs shall be made independently of the decision to suspend or cancel the campus semester. After consultation with public health officials, the College may limit access to campus by individuals returning from locations affected by serious health concerns.

Admissions

If a student is admitted to begin in a specific semester that is cancelled, that admission shall be continued to the next operating semester unless the student requests to further defer the enrollment start date.

References:

Minnesota State Colleges and Universities Board Policy 1A.10, and Procedure 1A.10.1: *Long-Term Emergency Management*.

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