

Academic Program Planning in the Case of Pandemic or Other Emergency

March 16, 2010

Introduction

The following represents the college's guidelines for addressing the problems of continuing classes when faced with a pandemic, or other emergency. The college recognizes that federal regulations may apply to the return of federal financial aid in cases where students complete less than the minimum (60%) days in a semester.

Although scenarios outlined below represent the college's current plan for addressing the situations described, upon consultation with representatives of the faculty the college may also amend these guidelines at its discretion, or take other actions as it deems necessary to preserve campus safety, continuity, and/or financial health of the institution. The college also reserves the right to change the location of classes as needed without refund, penalty, or reimbursement.

Campus Open During Pandemic-Classes Remain In Session

Scenario I: Significant numbers of individual students and faculty are ill and are unable to attend classes.

Each semester, faculty members should prepare to continue student involvement in class work via Scholar, email, regular mail, etc. for students who are too ill to attend classes. In situations where the faculty member determines it is not practical to have students continue with the course work, students will be able to request an incomplete for the course. In the case of a pandemic or other emergency, the policy deadline for incompletes may be suspended by the academic dean.

In addition to plans outlined above, department chairs will discuss with all departmental faculty how their courses might be continued, should a faculty member become ill and unable to teach class. In some cases, other departmental faculty may be able to cover the classes of an ill faculty member.

Scenario II: Campus Closing -Classes Suspended

1. Upon the recommendation or direction from public health authorities, in the case of a natural or other disaster, or for other good reason, the President of the College or his designee may order the college (Throughout this document, the word college is used to address the campus in Indianola, IA and/or any other location where the college conducts class. The word term is used to describe a defined period of study and includes fall and spring semesters, as well as May Term and terms in the EWG programs) to be closed.

2. The following calendar will be considered for how to conclude the term in the event described above:
 - a. Should the college be closed prior to the normal start of a term, the start of the term will be delayed until it is determined the emergency has passed. The college will then resume normal operations. A term can be shortened by up to 30% of the regularly scheduled class days; 70% of regularly scheduled class days will be considered a complete term. No refunds will be offered. Should it be necessary, the college reserves the right to alter the start and end dates of the term to reach the 70% class day minimum to be a complete term.
 - b. Closing the college from after the first day of class through 70% of the regularly scheduled class days of a term will result in the suspension of all instructional activities. When the emergency is determined to be passed, the college will resume normal operations. The term will begin where it left off and run through the normally scheduled end of the term. A term can be shortened by up to 30% of the regularly scheduled class days; 70% of regularly scheduled class days will be considered a complete term. No refunds will be offered. Should it be necessary, the college reserves the right to alter the start and end dates of the term to reach the 70% class day minimum to be considered a completed term.
 - c. Closing the college after 70% of classes, will result in the conclusion of the term, with grades calculated on the basis of work done to that point. No refunds will be offered.
 - d. Suspending the May Term previous to the eleventh class day will result in the cancellation of the term. The policy regarding requiring a May Term for every year in residence will be adjusted. Suspending the May Term after tenth class day of May Term will result in the conclusion of the term with grades calculated on the basis of work done to that point. No refunds will be offered in either case.
3. Once classes are suspended, only essential personnel (to be defined by the President) will be expected to report to campus.
4. The college reserves the right to alter the start and end dates of all terms. Any term may be pushed beyond its normal end date, which might in turn result in rescheduling holiday break periods, and/or the start of the following term.

Scenario III: Campus Closing-Classes Continued

1. Upon the recommendation or direction from public health authorities, in the case of a natural or other disaster, or for other good reason, the President of the College or his designee may order the campus to be closed, and order that classes be continue by alternate delivery methods.
2. The academic dean and division heads, working with department chairs will determine which classes may be reasonably continued via U.S. Mail, electronic, or other means.
3. Classes determined not to be viable by alternate delivery methods will be ended. If ending the class happens after 70% of classes, students will be given a final grade calculated on the basis of work done to that point.

Study Abroad

Decisions regarding the suspension of study abroad programs, both in May Term and during the regular semester, will be made in accordance with the college's Crisis Management Policy for Study Abroad.

