

Procedure III.3008.C.c, Instructional Continuity to Make Up Lost Instructional Time

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

In the event circumstances during the course of a scheduled semester cause the loss of instructional minutes, it is necessary for this time to be made up during that semester. The College has developed this procedure to direct the actions of faculty and administrators to both make up lost time and document the process.

- Once the College has reopened in accordance with Policy III.3008.C, Emergency Incidents, the instructional Deans will notify Department Chairs to initiate the recovery and documentation process.
- If less than 5% of the instructional minutes in a part of term is missed, Department Chairs will work directly with the faculty teaching affected classes to ensure all missed time is made up.
- If the instructional minutes lost in the part of term is between 5% and 20%, faculty will document how the lost time was recaptured using the system provided by the College. All documents will be reviewed and approved by the Department Chair and instructional Dean.
- Courses that require *clock hours* will be reviewed by the Department Chair and faculty to determine the feasibility of making up the time in person and a recommendation will be provided to the area Dean.
- If the instructional minutes lost in a part of term is greater than 20%, the Instructional Deans Council will work with the Strategic Leadership Team to make a recommendation regarding how to proceed to make up lost instructional minutes.
- In the event the College facilities are deemed inadequate to hold instruction, the College's SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) liaison will be contacted to assist in identifying an approved alternate site.

Definitions

Clock hours: The total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study.

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Associated Policy	Policy III.3008.C, Emergency Incidents
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President

Secondary Owner of Associate Vice Chancellor, Instructional Innovation and Support
Policy Associated
with the Procedure
