

Subject: Disposition of Classes for Emergency Shutdown of the College

1. Purpose.....	1
2. Policy	1
3. Responsibilities	2
4. Procedures.....	2
5. Definitions	2
6. References.....	2
7. Review Periodicity and Responsibility.....	3
8. Effective Date and Approval.....	3
9. Review and Revision History	3

1. Purpose

The purpose of this policy is to provide the framework by which the college’s academic mission will be met should a catastrophic event occur, causing an extended emergency shutdown of Tidewater Community College.

Considering the college’s geographic location, the chance of a natural disaster, such as a hurricane or similar weather event, must be acknowledged. Similarly, recent history has shown that the possibility of an infectious disease epidemic must also be recognized. Other unexpected or unforeseen emergencies could also force the college’s closure as a whole or one of its campuses individually. In such a situation, students’ learning and the college’s academic integrity must be upheld.

2. Policy

Tidewater Community College shall affect an early end to an academic semester or term only under the most extenuating, catastrophic circumstances. Such an emergency shutdown shall be based on sound academic principles that consider individual course pedagogy and structure.

In general, the college shall use the completion point of eighty-five percent for declaring that the academic objectives for a given semester or term have been met.

Faculty shall subsequently compute students' final grades based on coursework completed at that point.

In those instances where faculty have pre-determined that an eighty-five percent completion point is academically insufficient in their respective program or discipline, faculty shall have developed an approved alternative plan for course completion that has been disseminated to the students through their course syllabi.

If an emergency shutdown occurs before eighty-five percent of the course is completed, the college will evaluate the unique factors related to that closure. After weighing such factors as actual completion time, the extent of the catastrophic event, and available resources for instructional delivery, the college may provide reasonable alternatives for instructional delivery, including remote learning.

Courses that cannot be completed remotely will be rescheduled when academic operation resumes or other alternatives will be presented as appropriate.

To advise students of this policy, all faculty will include a statement in their course syllabi to address how students will be graded and/or complete a course for a grade in the event of an extended emergency shutdown.

3. Responsibilities

In consultation with the faculty, the Vice President for Academic Affairs and Chief Academic Officer shall be responsible for developing and maintaining procedures consistent with this policy and with a strong pedagogical focus.

4. Procedures

If catastrophic circumstances necessitate an extended emergency shutdown of the college, current procedures that will be followed for addressing the college's academic program are available on [Inside TCC](#).

5. Definitions

Not applicable.

6. References

No references are associated with this policy.

7. Review Periodicity and Responsibility

The Vice President for Academic Affairs and Chief Academic Officer shall review this policy at least annually on the anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy revision is effective upon its approval by the College President on January 18, 2023.

Policy Approved:

Procedure Developed:

Marcia Conston, Ph.D.
President

Michelle Woodhouse, Ed.D.
Vice President for Academic Affairs
and Chief Academic Officer

9. Review and Revision History

The initial version of this policy was approved on July 14, 2011.

- Revision 1 updates this policy to align with NC SARA's and VA SARA's requirements that member organizations provide consumer protection for students in the event of a long-term college closure. Procedures were removed to make this a living policy. Corrected the position title to the Vice President for Academic Affairs and Chief Academic Officer.

Revision 1 approved January 18, 2023 by President Marcia Conston, Ph.D.