|  |  |  |  |
| --- | --- | --- | --- |
| Policy Number: | [Policy Number] | Effective Date: | Insert Effective Date |
| Policy Title: | Instruction Interruption Policy | Revised Date(s): | [Revised Date(s)] |
| Policy Type: | Board  Administrative  Academic  Student  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contact: | EVP  President’s Office |
|  |  |  |  |
| **Policy Statement** | | | |
| Insert policy statement here. For example,  *Should an unexpected or catastrophic event (including but not…)…insert applicable language. The Institution commits to the following actions:*   * *Provide a reasonable alternative for instruction and services offerings.* * *Provide appropriate teach-out plans and assistance students with those plans.* * *Provide assistance for transferring earned credit to and from other institutions.* * *Provide a reasonable financial reimbursement should instruction be discontinued or interrupted to the extent that accreditation standards cannot be met.* | | | |

|  |  |
| --- | --- |
|  |  |
| Purpose: | Insert purpose statement here. |
| Procedure: | Insert procedure statement here. For example,  *Should a catastrophic event render the Institution or one of its respective schools unable to deliver instruction or support for its students through normal and customary means, the following procedures will be used to guide the Institution or one of its respective schools:*   * Insert institutional class disruptions process here (insert hyperlink to the document). * Insert institution or program closure process here (insert hyperlink to the document). * Insert institutional process for teach-out/transfers (insert hyperlink to the document). * Insert institutional tuition refund policy here (insert hyperlink to the document). |
|  |  |
| Scope: | Insert scope here. |
| Exclusions: | Insert exclusions here |
| Enforcement: | Insert which department/individual has enforcement authority |
| Publication: | Insert policy document publication location |
| Duration: | Insert the length of time this policy document will be in effect (i.e., until amended or rescinded by the Institution’s Board or Administration) |
| Review Period: | Insert review period |
| Definitions: | Insert pertinent terms and definitions that will inform campus stakeholders, other than yourself, that may be tasked with reviewing or utilizing this document. |
|  |  |
| Accreditor Docs: | Insert a hyperlink to the applicable accreditor policy documents |
| Accreditation: | No |
| Related Forms, Policies, or Tools: | Insert institution-related policy documents here.  Insert SARA-related policy documents here. For example,  *SARA Institutional Renewal Application (https://nc-sara.org/sites/default/files/files/2021-09/Institution\_Application\_1.8.21\_4.pdf)* |

|  |
| --- |
| *To determine approval level, please consult your respective Supervisor.* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Reviewed By:** |  | | **Title:** | |  | **Date:** |  |
| **Approved By:** |  | | **Title:** | | Title | **Date:** |  |
| **Last Updated By:** | Name | | **Title:** | | Title | **Date:** | Date |
|  |  | |  | |  |  |  |
| **Keywords:** | Insert keywords  here.  *Catastrophic*  *Refund*  *Closure*  *Operations* | *SARA*  *Incidence*  *Instruction*  *Interruption* | |  | | | |