



# ROLLINS COLLEGE POLICY

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| <b>Title: Make-Up Class Policy for College Closures</b>         | <b>Type</b>  | <b>Academic</b> |
| No: AC 2009   | Approval Date: 11-17-2022  |                 |
| Responsible Office: Vice President for Academic Affairs Provost | Reviewed By: Deans, 1-29-2020; VPAA Provost, 1-29-2020; Crummer Faculty, 2-10-2020; CLA Curriculum Committee, 2-25-2020; CLA Executive Committee, 10-20-2022; CLA Faculty, 11-17-2022; President’s Cabinet, 4-20-2020; Approved By: President, 4-20-2020 |                 |
| Next Review: 2025   | Revision No: 1, See <a href="#">Section VII</a> for Revision History   |                 |

## I. Purpose/Introduction/Rationale

This policy provides guidelines for various make-up options available to faculty should it become necessary for the College to close, cancel classes, or restrict instructional spaces for any reason, but most commonly for reasons of inclement weather. Given the inherent unpredictable nature of events associated with cancellation of classes, not all possible scenarios can be predicted or accounted for within the scope of this document. This policy is intended as a general guide and actual specific plans will be determined for each such case, keeping the premises of a maximized educational experience, student success, and faculty flexibility in mind.

Should a College closure occur on a short- or long-term basis, faculty of the College of Liberal Arts (CLA), the Hamilton Holt School (Holt), and the Crummer Graduate School of Business (Crummer) have the flexibility and discretion to choose the best means by which to deliver make-up content and directed instruction in alternative formats. This requirement ensures the integrity of the College’s credit hour and is in keeping with the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

## II. Definitions

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| <b>Short-Term Closure</b> | For CLA and Holt, closures lasting one (1) to three (3) weekdays, excluding holidays, or, in the case of Holt or Crummer courses meeting once weekly, one week.*                       |
| <b>Long-Term Closure</b>  | For CLA and Holt, closures lasting four (4) weekdays or longer, excluding weekends and holidays, or, in the case of Holt or Crummer courses meeting once weekly, more than one week. * |
| <b>Regular Classes</b>    | Classes meeting in typical 50- and 75-minute sessions on the regular block schedule, or weekly equivalent formats.   |
| <b>Make-Up Classes</b>    | Classes rescheduled to a later date and time in place of regularly scheduled class sessions that have been cancelled by the College.   |
| <b>Virtual Classes</b>    | Any class meeting held via an electronic medium.   |
| <b>Contingency Days</b>   | Pre-scheduled make-up days on the academic calendar late in the term designated for make-up classes, if needed, in accordance with this policy.  |

*\*Should multiple events and resulting closures occur in a given semester, counting of closure days shall be cumulative.*

## III. Procedure or Application

This policy provides guidelines for various make-up options available to faculty should it become necessary for the College to close, cancel classes, or restrict instructional spaces for any reason, but most commonly for reasons of inclement weather. This flexibility allows instructors to, for example, make up a class session by: designing and administering an out-of-class assignment covering missed course content that provides the

equivalent of the lost class time; arranging virtual class sessions; having individual meetings with students; or revising syllabi to cover missed content in remaining class sessions.

**General Guidelines.** Instructors wishing to offer face-to-face or virtual make-up class sessions are responsible for notifying students in a timely manner. Student participation in make-up class sessions is strongly recommended and faculty are permitted to apply attendance policies stated in course syllabi to make-up sessions. Faculty members are asked to recognize and be sensitive to students' work, family, and other obligations when planning make-up work and classes. The College's Endeavor Foundation Center for Faculty Development and Office of Instructional Design and Technology provide resources for faculty in these occasions (see [Section V. Supplemental Materials](#), below). ***Note: Revised syllabi should be filed with the appropriate Dean's Office.***

**Notification.** Within 48 hours of notification of reopening from closure, as communicated by the College's Emergency Operations Team, the appropriate Academic Dean will contact all faculty within their program to communicate the College's reopening plans, needs for make-up coursework, or implementation of pre-scheduled Contingency Days and a make-up class schedule. Similar notifications will be made to students and families following the procedures outlined in the College's Emergency Operations Plan, available in FoxLink, or from the College's Office of Campus Safety.

**Short-Term Closures:** For CLA and Holt, if classes are cancelled for one (1) to three (3) weekdays, excluding holidays, or, in the case of Holt or Crummer courses meeting once weekly, one week since each course meets for one three-hour session each week, faculty with courses affected by the closure will review all courses to determine those that fall short of minimum instructional time. Faculty will then make use of alternative assignments, other strategies for integrating online tools, or syllabus modifications to cover missed content.

**Long-Term Closures:** For CLA and Holt programs, if classes are cancelled for four (4) or more weekdays, excluding holidays, or, in the case of Holt or Crummer courses meeting once weekly, more than one week, faculty may continue to use alternative forms of delivery, but these methods and/or reworking course syllabi may not be workable options. In situations when alternative forms of delivery are not workable options, CLA and Holt programs have established pre-scheduled Contingency Days in the fall semester academic calendar and will make necessary adjustments to spring or summer term academic calendars if the need arises. For Crummer, if alternative forms of delivery are not workable options to adequately compensate for cancelled classes, classes may be held during the project period in the respective semester.

**Contingency Days.** Pre-scheduled make-up days, Contingency Days, will be established in the fall semester academic calendars for all programs. Should it become necessary for the College to implement a make-up class schedule, it will be held during these pre-scheduled Contingency Days, or, in the case of Crummer, during the project period. The make-up schedule is intended to avoid class scheduling conflicts for students and to assure that the assigned classroom space is available. If it is determined that the college will utilize the scheduled contingency days, instructors must follow the make-up class schedule as published. College Deans will review options for the timing and specifics of the make-up schedule with the Registrar, Chair of CLA Curriculum Committee, CLA Faculty President, and Crummer Associate Dean for Academics, and VPAA|Provost. The approved schedule will be announced within one week after the last day of cancelled classes triggering the make-up schedule. If course content has been covered utilizing instructional technology or other means, classes might not be required to meet on the make-up dates.

**Extraordinary Circumstances.** The Office of the Vice President for Academic Affairs|Provost, in consultation with the President's Cabinet and President, may adjust this policy as required by unforeseen and specific circumstances. Should classes be cancelled for an extraordinary number of days, holding make-up class sessions may be required, and students may be required to attend some or all make-up sessions. Faculty are permitted to apply attendance policies stated in course syllabi to make-up sessions.

If CLA or Holt classes are cancelled during or after the 11<sup>th</sup> week of a regular term (after approximately 75% of the term is complete), or Crummer classes are cancelled during or after the 10<sup>th</sup> week (80% of term is complete), make-up scheduling may not be implemented. In such cases, make-up scheduling decisions will be made by the College administration based on circumstances and communicated as noted above (see Notifications).

#### **IV. Related Policies**

Rollins College Emergency Operations Plan, available in FoxLink or from the Office of Campus Safety.

#### **V. Supplemental Materials**

Endeavor Foundation Center for Faculty Development: [Teaching in the Eye of a Hurricane](#)

Office of Instructional Design and Technology: [Technology to Support the Continuity of Teaching and Learning](#)

SACSCOC Policy Statement: [Emergency Temporary Relocation of Instruction](#)

#### **VI. Effective Date**

This policy is effective 11-17-2022, and supersedes all previously issued versions.

#### **VII. Rationale for Revision**

Rev. 1; Non-substantive clarifications, expiration of initial CLA faculty one-year approval, and permanent approval with next regular review by CLA faculty governance; 11-17-2022. Next regular review in 2025.