

**AA 24****Disruption to College Activities**

Classification:	Academic Affairs
Responsible Authority:	Deans Council
Executive Sponsor:	Vice President, Academic
Approval Authority:	President's Executive Committee
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**PURPOSE**

To establish a response to circumstances which interrupt the activities of the College

**SCOPE**

Any disruption which interrupts academic activity

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Disruption	Occurs when academic activities are substantially interrupted or impeded as a result of strikes, lockouts, work stoppage, demonstrations, disasters, severe weather conditions, pandemics, or like causes.
Academic activity	Includes any work subject to evaluation or necessary for a student to meet the learning requirements of a course or program of study.
Academic Administrator	Program Chair, Course Chair, Academic Manager or Dean
PEC	President's Executive Committee

**POLICY**

1. When circumstances occur which interrupt its activities, the College will take every reasonable measure to remain open and, when closure is unavoidable, to reopen as soon as possible. The decision to close the College rests with the President or delegate.
2. The College will endeavour to provide the level of service possible given the circumstances.
3. In the event of a disruption, decisions taken by the College will be guided by the following principles:

- 3.1 Health and Safety of Students and Employees
- 3.2 Academic Integrity  
Every attempt will be made to ensure that program standards and learning outcomes normally expected of students will be upheld.
- 3.3 Fairness to Students
  - a. Students are entitled to reasonable alternative access to materials to support reaching their learning outcomes.
  - b. Students are entitled to reasonable extensions of academic and administrative deadlines and to such other accommodations as deemed necessary. Such accommodations shall not alter the requirement of the students to meet their program learning outcomes.
  - c. The availability of an accommodation does not guarantee students the identical learning experience that they would have received in the absence of a disruption of the term.
- 3.4 Timely Completion of the term  
To the extent possible, programs are to be delivered within the published time period.
4. In the event of a disruption, the primary obligation of the College is to ensure that the academic integrity of all programs is maintained, while at the same time respecting the students' expectation for programs to be delivered within a given time period. Students have the right to access learning resources during a disruption, to the full extent possible, given the nature of the disruption.
5. The College will inform students and employees in a timely manner of changed requirements, rescheduled academic activities, and procedures to be in effect at the conclusion of the disruption.
6. Disruption of Academic Activities
  - 6.1 Disruptions of academic activity of less than one calendar week will be adjusted by the professor in a given course.
  - 6.2 Disruptions of academic activity of more than one calendar week will be monitored closely and assessed by the Deans and the Vice President Academic.
7. Recommendations for changes to curriculum delivery will be made based on the estimated length of the disruption, taking into consideration the principles of academic integrity, fairness to students, and timely completion of the term.
8. The President's Executive Committee (PEC) will ensure that :
  - 8.1 communication to students, and the internal and external College community is timely and complete;

- 8.2 College policies are administered consistently, despite the existence of the disruption.
- 8.3 College employees are treated fairly and equitably.
9. Professors will ensure that:
- 9.1 students have a clear and up-to-date course outline in which required readings and course work are identified;
- 9.2 students have access to the required textbook(s), readings, Web material and other learning materials;
- 9.3 students are advised to consult the College website or learning management system to find information about classes being cancelled or interrupted;
- 9.4 in case of a work stoppage, the evaluation of student performance to the onset of the work stoppage is complete, up-to-date, and made available to the Academic Administrator.
10. Communications
- 10.1 When a disruption appears imminent the College will:
- ensure that the normal information channels, including the College webpage, are set up to include ongoing updates of the situation;
  - ensure that a communication plan is established and implemented;
  - notify students, and employees of their respective roles;
  - post and circulate this policy widely in the event of a disruption.
- 10.2 When a disruption occurs the College will :
- use best efforts to inform and update the College community and relevant external bodies of the disruption;
  - announce widely any adjustments to academic and administrative deadlines including on the College's website and learning management system.
11. Resumption of activities
- The President or designate shall declare the resumption of activities and give notice to students and employees of the procedures to be followed as activities resume.

## PROCEDURE

Action	Responsibility
1. Determine if the disruption is substantial. Factors to be considered in assessing an interruption: <ul style="list-style-type: none"> <li>• the duration and point in the term in which the disruption occurs;</li> <li>• the availability of physical and instructional resources;</li> </ul>	Vice Presidents, and Deans

- the impact on the attendance of students and employees; and,
  - the impact of the timing of evaluations such as examinations, clinical or field placements, assignments and presentations.
2. Bring recommendations to PEC about the College remaining open and the continuation of classes during the disruption. Vice President Academic
  3. Determine the level of service possible in light of the disruption. PEC
  4. Present to PEC a communication plan to keep students, employees and external community informed of the latest developments and the anticipated date for the resumption of activities. Executive Director, Advancement
  5. Approve a communication plan based on the Executive Director, Advancement's submission. PEC
  6. Recommend to PEC changes to curriculum delivery based on the estimated length of the disruption. Vice President, Academic and Deans
  7. Submit a complete up-to-date evaluation of student performance at the onset of a work stoppage to the Academic Administrator. Professors and Instructors
  8. Monitor daily the disruption and the measures taken to address the situation. PEC
  9. Re-assess and implement changes to curriculum delivery once activities have resumed. Vice President, Academic and Deans

### SUPPORTING DOCUMENTATION

None

### RELATED POLICIES

AA 13 Evaluation of Student Learning  
 AA 26 Course Outlines and Course Section Information  
 HS 02 Emergency Response

### RELATED MATERIALS

None