

Procedure for Inclement Weather or Other Unscheduled Closings

Carefully follow the procedure below to meet all state compliance requirements. Failure to follow any of the steps below will mandate the missed time be physically made up by students and instructors in the classroom.

Part I instructions are for those classes that have access to Moodle or another online platform.

Part II instructions are for those classes that do not have access to Moodle or an online platform.

PART I

DOCUMENTATION FOR TRADITIONAL, BLENDED, HYBRID AND HYFLEX CLASSES

The Moodle course website or other online platform is to be used to make up traditional, blended, hybrid, and HyFlex classes cancelled due to inclement weather or extenuating circumstances that cause the College to be closed.

1. Faculty are to design and implement a make-up activity that **must be completed by the students within 10 days of the missed class.**
2. The assignment must be posted **the day the class is missed.**
3. In the event of prolonged closings or closings that affect the start or end dates of the semester, special instructions will be provided.
4. Create a learning unit that includes content and assignments. Keep in mind that valuable instructional time is being replaced. Consider the amount of time missed when designing the activity. An activity to make up three hours of class time should be more substantial than one making up one hour of class time.
5. Clearly label the activity as a make-up for a missed class:
Term/Course Number: MAKE UP ASSIGNMENT FOR (insert date)
If this information is not listed in the assignment, the make-up is invalid.
6. A Moodle report or grade report for the make-up assignment must include the date of completion and be submitted to the Internal Auditor, Kathy Coggins at kcoggins@spcc.edu.

The assignment must be a **GRADED** assignment. The grade type does not have to be a letter grade. It can be pass/fail; complete/incomplete. Date and time stamp must be shown.

When emailing the report for the make-up assignment, **ensure that it clearly states the date for which the assignment is making up and the Course Number and Section.**

Any students who do not complete the assignment must be marked "A," absent in Web Attendance.

DOCUMENTATION PROCEDURE FOR CLINICAL, LAB, and WORK-BASED LEARNING CLASSES THAT CANNOT BE MADE UP IN MOODLE

Students will be allowed to make up clinical time or Work-Based Learning class hours on different days, at different times as deemed necessary by the instructor or as appropriate when working with external facilities.

Lab hours may be made up on a day other than a regularly scheduled class day provided the majority of students can accommodate the makeup day.

If necessary, clinical, lab, or Work-Based Learning hours could be made up by adding the appropriate number of minutes to the remaining classes or the assignment of special projects.

Instructors must send an email explanation of the manner in which the missed days will be made up. The email should document exact days and dates on which replacement lab, clinical, or Work Based Learning classes will be conducted. This email must be sent to the Internal Auditor, Kathy Coggins at kcoggins@spcc.edu within ten days of the dates on which the College was closed.

Make-up days/hours for clinical and Work-Based Learning classes must be recorded in the same manner as other days/hours are normally documented in time logs. This documentation must be maintained by the instructor in such a manner that it may be supplied if and when the compliance examiner requests a copy.

PART II

DOCUMENTATION FOR CLASSES WITHOUT ACCESS TO AN ONLINE PLATFORM

1. Instructors are to design and implement a make-up activity that must be completed by the students within 10 days of the missed class. If students are completing a hard-copy assignment, please have the instructor document the date the assignment was submitted.
2. Consider the amount of time missed when designing the activity. If the class meets for three hours, please assign a proxy hour packet or an online assignment that will result in a minimum of three hours of attendance (please try to stay as close as possible to the number of hours of the original class time).
3. Ideally, make-up work should be assigned on the day the class is missed; however, if this is not possible, the assignment should be given as soon as possible or during the following class session. If you are not able to assign the make-up work on the day of the missed class, please be mindful that make-up work must be submitted within 10 days of the missed class.
4. The assignment must be a graded assignment. The grade type does not have to be a letter grade; it can be pass/fail, complete/incomplete, etc.
5. Documentation of the make-up assignment should be included in the class file. This can include the email notification to students about the make-up assignment or an overview from the instructor of the make-up assignment including date assigned and due date.
6. Completed student make-up work should be kept with the class file in the event questions arise during an audit.

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