

DIN: 1000-1-01
Title of Policy: College Calendar: Interruption of Programs and Services

Policy

The College calendar is established to communicate to college constituents the courses and activities that the College plans to provide. The College calendar, along with the services provided in support of these courses and activities, is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, interruption of utility services, acts of God, epidemic or pandemic illnesses, civil disorder, and war. In the event of such occurrences, the College will attempt to accommodate its learners. It does not, however, guarantee that courses of instruction, extra- or co-curricular activities, or other college programs or events will be completed or rescheduled or that college services will be provided. Any refunds that may be due to eligible learners will be made in accordance with Minnesota State Colleges and Universities policy [5.12](#).

In the event of a long-term emergency declared by the President or Chancellor, resulting in an interruption of learning for seven or more days, credit for work completed by learners is governed by [MnSCU Board Procedure 1A.10.1](#), Part 3, Educational Services.

Purpose

This policy communicates to college constituents the College’s intentions and the possible actions taken in response to interruption of programs and/or services.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
President	Sanction college actions taken in response to said occurrences. Determine and announce college closure, if necessary, in response to said occurrences. When long-term emergency interruption occurs after two-thirds of the semester has been completed, the President, after consultation with the faculty, may determine the semester to be complete and ended.
Dean of Academic and Co-Curricular Affairs	Make recommendation to President in regard to college status during said occurrences. Provide direction, upon the sanction of the President, to the faculty, staff and learners with regard to actions the College will take: i.e., cancellation of classes or events or activities, withdrawal of services. Ensure policies and processes are in place to accommodate learners, where possible, in the event of interruptions. Communicate to faculty, staff and learners the stipulations for earning credit in the event a semester is interrupted by a long-term emergency.
Faculty	Provide accommodations to learners as determined feasible per this policy. Work with learners to enact the stipulations for earning (or not earning) credit as established by Procedure 1A.10.1 and by local decisions about whether/when operations will be resumed.
Business Manager	Process any refunds that may be due to eligible learners.

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Supporting References

Listed below are college document(s) that support this policy:

[1000-1-03 Long-Term Emergency Management](#) policy

[1000-2-01 Activating the All-Hazards Plan](#) process

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

[MnSCU Policy 1A.10](#) Long-Term Emergency Management

[MnSCU Procedure 1A.10.1](#) Long-Term Emergency Management

[MnSCU Policy 5.12](#) Tuition and Fee Due Dates, Refunds, Withdrawals, and Waivers

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