PLAN FOR INCLEMENT WEATHER MAKE-UP DAYS
AT EXTENSION SITES

February 26, 2015

Because weather conditions, the location of classrooms (CCCC and Camp Lejeune), and scheduling are somewhat unique to the Extension sites, the following guidelines are provided for faculty members who teach classes at these sites. Keep in mind the minimums of instructional time outlined in Provost Battles’ 26 February communication providing guidelines for making up the loss of instructional time.

To address lost instructional time for face-to-face Extension classes, including VTC classes, scheduled during the 5:00 pm Monday 16 February to 10 am Tuesday 17 February time period and the 8 am Tuesday 24 February to 11 pm Wednesday 25 February time period, faculty members should do the following:

- Faculty members with classes affected by class closures scheduled at Coastal Carolina Community College or Camp Lejeune should assess which classes fall short of the minimum instructional time of 750 minutes per credit hour and, if deficient, identify in writing a brief plan to make-up the loss instruction time and content.

- The plan may include a make-up day or an out-of-class assignment that addresses missed content and provide for an equivalent of the lost class time.

- If a make-up class day is needed the faculty member should work with the Director of the Extension campus to identify an appropriate make-up day, time, and location (classroom).

- The make-up plan prepared by the faculty member must be reviewed and approved by the faculty member’s department chair or school director. Copies of the plan should be shared with the director of the extension site and their respective college/school dean.

- The make-up plan prepared by the faculty member should be submitted to the chair/director and the extension site director by 3 March, the former of whom will in turn forward to their dean by 6 March.

- All faculty members with classes affected by extension class closures should notify students of their make-up plans by 6 March.

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• Instructors of online and hybrid classes which lost instructional time due to power outages and interrupted Internet service should use their discretion in arranging make-up of content and lost instructional time.

• Instructors are encouraged to use their best judgment, consistent with university policies, in cases of student conflicts with the make-up updates and times.

• Please direct any questions or concerns to Dr. Cecil L. Willis, Interim Associate Vice Chancellor for External Programs (willis@uncw.edu)

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