PLAN FOR INCLEMENT WEATHER
MAKE-UP DAYS FOR FACULTY

The following outlines the plan for replacing lost instructional time due to inclement weather, with Thursday, Apr. 2 as the replacement date for Tuesday, Feb. 24 and 3:00 – 5:00 p.m. Friday, Apr. 17 as the replacement period for 8:00 – 10:00 a.m. Wednesday, Feb. 25.

February 26, 2015

Dear UNCW colleagues,

I am writing in regard to this week’s winter storm, which resulted in the cancellation of all classes that had been scheduled to take place Tuesday, February 24, and those scheduled before 10:00 a.m. on Wednesday, February 25. These cancellations have disrupted our academic calendar. As instruction is the core of our mission, implementing a process for replacing that lost instructional time is essential.

The university is required by system policy (UNC Policy Manual 400.1.6), consistent with the expectations of the Southern Association of Colleges and Schools (SACS), to ensure that “every course offered for academic credit adheres to the standard of a minimum of 750 scheduled minutes of instructional time or the equivalent per credit hour.” That policy instructs that “the time may include required examination periods, but may not include study days” and makes clear that optional final exam periods may not be considered part of the required minimum class time. The closure of the institution on February 24 and from 8:00 to 10:00 a.m. on February 25 means that many classes canceled during that period no longer meet or exceed the minimum instructional time or the equivalent. As well, the cancellation of scheduled class meetings removed time that instructors expected to have available for delivery of course content, altering the plans identified in their course syllabi. The purpose of this communication is to provide direction on the manner in which we will address the lost instructional time and ensure that all classes comply with the minimum instructional time standard. I appreciate the input of the deans council and faculty senate leadership in the development of this plan.

While the minimum time parameters set out in system policy are not discretionary, the policy allows for flexibility in the manner of instructional delivery. That flexibility would permit an instructor, for example, to make up a class session by designing and implementing an out-of-class assignment that addresses the missed content and provides an equivalent of the lost class time. Arranging with one’s students an additional online class session to a hybrid course is another possible approach to making up missed class content and meeting time. Of course, some class types, such as labs, may be less well suited to such approaches. To address the lost instructional time, the following plan will be implemented:

- Faculty members with classes affected by the campus closures will review all such courses to ascertain which fall short of the minimum instructional time. For each course in which instructional time is found to be deficient, the instructor will identify in writing a brief plan to make up the lost instructional time and content. Instructors with classes that do meet or exceed the instructional time minima but which require action to address missed course content will also identify a written plan. The review of affected courses as well as the plan development will be undertaken in consultation with each faculty member’s department chair or school director, and the resulting written plans will be submitted to that individual by no later than Tuesday, March 3. The
chair/director will advise his/her dean of the unit’s plans by no later than Friday, March 6. The plans will assist in coordination of instructors’ efforts, ensure that needed classrooms are unlocked, and avoid scheduling conflicts. They will also serve to document our adherence to system (and SACS) policy, and as such, should be retained in the department/school offices.

- All faculty members with classes affected by the campus closures will notify their students of their plans to address lost class meeting time as soon as the plans are finalized, but no later than Friday, March 6.
- The university will make available two specific days or time blocks for instructors who identify the need to hold make-up classes.
  - Thursday, April 2. This date will be reserved for classes missed on Tuesday, February 24. Class meeting times and locations for April 2 will be identical to those on February 24.
  - The period of 3:00 p.m. – 5:00 p.m. on Friday, April 17. This date will be made available for classes missed on the morning of Wednesday, February 25, with the 3:00 p.m. time corresponding to the 8:00 a.m. class time and the 4:00 p.m. time corresponding to the 9:00 a.m. class time, and so on. Wednesday morning classes that are scheduled for more than one hour will adjust the class times on this Friday, April 17 makeup date as needed.
  - For the replacement days identified above, class meeting times and locations will be identical to those on the designated days being replaced or as identified by the instructor and announced to students. This action will not result in the cancellation of the relatively few classes that are normally scheduled for Friday afternoons; the Office of Space Planning and Management will work with the chairs/directors of those regularly scheduled Friday afternoon classes to assure that no classroom becomes double-booked, relocating them if necessary.

- To prevent scheduling conflicts, instructors who schedule face-to-face make-up sessions outside of the replacement dates and times identified above should work with their chairs/directors to ensure that such sessions are entered into the institution’s EMS scheduling system.

In a separate communication, I will advise students of the expectation to participate in the class make-up arrangements identified by their instructors, including attendance at any class meetings that their instructors elect to hold on the make-up dates of April 2 and 17 in accordance with the UNCW class attendance policy, which is as follows:

_Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. All faculty members are responsible for setting policy concerning the role of attendance in determining grades for their classes. It is the responsibility of the students to learn and comply with the policies set for each class for which they are registered._

As always, instructors are asked to use their best judgment, consistent with university policies, in cases of student conflicts with the make-up dates and times.

While the winter storm event was an unwelcome disruption to our spring semester, I appreciated the Seahawk spirit that was so amply evidenced during the affected period, with many individuals stepping up to ensure the safety and comfort of campus personnel and our student body. The plan identified above, while imperfect, allows us to address lost instructional time. I know I can rely on that same positive Seahawk attitude as we work to identify and implement plans to address the impacts of the weather event. I thank you all in advance for your flexibility and work in this regard.

Sincerely,
Denise A. Battles
Provost and Vice Chancellor for Academic Affairs