

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 4	DIRECTIVE NO. E45
	ORIGINATOR ASMC	
	APPROVED BY President's Executive Committee	
TITLE DISRUPTIONS TO COLLEGE ACTIVITIES	EFFECTIVE DATE 2007.04.25	REPLACES NEW

PREAMBLE

The College recognizes that there may be circumstances beyond its control that interrupt the activities of the College. The College will take every reasonable measure to remain open and, when closure is unavoidable, to reopen as soon as possible. The College will endeavour to provide the level of service possible, given the circumstances.

DEFINITIONS

For the purposes of this policy:

1. A *Disruption* occurs when academic activities are substantially interrupted or impeded as a result of strikes, lockouts, demonstrations, disasters, pandemics, or like causes.
2. *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.
3. In determining whether an interruption is *substantial*, the following factors shall be considered:
 - a. the duration and point in the semester in which the Disruption occurred;
 - b. the availability of physical and instructional resources;
 - c. the impact on the attendance of students, professors, and other staff; and,
 - d. the impact of timing and sequence of evaluations such as examinations, clinical or field placements, assignments and presentations.

POLICY

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.

Students, staff and faculty are to be informed in a timely manner of changed requirements, rescheduled academic activities, and procedures to be in effect at the conclusion of the Disruption.

The governing principles of this policy are: *Academic Integrity, Fairness to Students* and *Timely Completion of the Semester*.

1. Academic Integrity

Every attempt will be made to ensure that program standards and learning outcomes normally expected of students will be upheld.

2. Fairness to Students

Students are entitled to reasonable alternative access to materials to support reaching their learning outcomes.

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.

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 semester.

3. Timely Completion of the Semester

To the extent possible, programs are to be delivered within the published time period.

PROCEDURES, ROLES, RESPONSIBILITIES

1. Disruptions of Short Duration

Disruptions of academic activity of less than one calendar week will be adjusted by the professor in a given course.

2. Disruptions of Long Duration

- 2.1 Disruptions of academic activity of more than one calendar week will be monitored closely and assessed by the Vice President Academic and the Executive Deans.
- 2.2 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 semester.

3. Responsibilities

3.1 The Executive Committee will ensure that :

- 3.1.1 communication to students, the internal College community, and the external community is timely and complete.
- 3.1.2 College Directives are administered consistently, despite the existence of the disruption.
- 3.1.3 College employees are treated fairly and equitably.

3.2 Faculty will ensure that:

- 3.2.1 students have a clear and up-to-date course outline in which required readings and course work are identified;
- 3.2.2 students know they are responsible for having access to the required textbook(s)/readings/Web material/other learning materials;
- 3.2.3 students know to consult the College website or course management system (Blackboard) to find information about classes being cancelled or interrupted;
- 3.2.4 in case of a work stoppage, the evaluation of student performance to the onset of a strike is complete, up-to-date, and available to the Department Chair/Dean.

4. Communications

4.1 When a Disruption appears imminent:

- 4.1.1 the College shall ensure that the normal information channels, including the College webpage, are set up to include ongoing updates of the situation;
- 4.1.2 the College will ensure that a communication plan is established and implemented;
- 4.1.3 the College will notify students, staff, faculty and administration of their respective roles;

4.1.4 this Directive will be posted and circulated widely in the event of a Disruption.

4.2 When a Disruption occurs:

4.2.1 the College will use best efforts to inform and update the college community and relevant external bodies about the disruption;

4.2.2 any adjustments to academic and administrative deadlines will be announced widely, including on the College's website.

4.3 Resumption of activities:

4.3.1 The President or designate shall declare it so and shall give notice to students, faculty and staff of the procedures that will be followed as activities resume.