



Minnesota State Colleges and Universities
System Procedures
Chapter 1A – System Organization and Administration /
System & Office Operations

Procedures 1A.10.1 Long-Term Emergency Management

Part 1. Authority and purpose. Board policy 1A.10 Long-Term Emergency Management governs the operations of the colleges, universities and the Office of the Chancellor in the event of a long-term emergency (seven days or more); Board policy 4.4 Weather/Emergency Closing governs short-term closings (six days or less). Each college, university and the Office of the Chancellor shall adopt policies and procedures to implement the provisions of Board Policy 1A.10 and this procedure. Declaration of a long term emergency under Policy 1A.10 is not subject to appeal.

Part 2. All-hazards plan. Each college, university and the Office of the Chancellor shall develop and maintain an all-hazards plan that shall be reviewed at least every five years and updated or amended as necessary. The all-hazards plan must address emergency preparedness, continuity of operations and crisis intervention. The plan shall be developed in accordance with guidelines developed and administered by the Office of the Chancellor in accordance with state and federal directions. Each college, university and the Office of the Chancellor must determine the sections of the all-hazards plan that contain non-public data that shall not be disclosed and shall insure continued proper maintenance of government data.

Subpart A. The Office of the Chancellor all-hazards plan shall include:

1. Guidelines describing the assignment and succession of authority and responsibility when a long-term emergency closure has been declared.
2. Procedures to address academic and student affairs issues during a long-term emergency closure.
3. Actions to be taken to safeguard and protect student and staff data needed for implementation of long-term emergency actions. The data will enable the Office of the Chancellor to accurately and fairly report the impacts of the declaration and enable return to service as soon as practical. Plans shall safeguard data in accordance with Policy 5.23 and applicable state and federal data privacy laws and regulations.
4. A communications component that addresses information needs of current and prospective students and their emergency contacts, employees, and the community.
 - a. The communications component shall identify methods for communicating to and receiving information from the institutional community including information on the nature of the emergency and its impact on employees and students.
 - b. Information regarding the college or university action and response to a long term emergency may be made available to students and employees if not protected non-public information.

Subpart B. The all-hazards plan at each college and university shall include:

1. Guidelines describing the assignment and succession of authority and responsibility when a long-term emergency closure has been declared.
2. Procedures to address academic and student affairs issues for on- and off-campus students (including students enrolled in on-line courses) during a long-term emergency closure. The plan must address appropriate procedures for international students (as defined in policy 3.4) in the case of a semester suspension or cancellation.
3. Actions to be taken to safeguard and protect student and staff data needed for implementation of long-term emergency actions. The data will enable the college or university to accurately and fairly report the impacts of the declaration and enable return to service as soon as practical. Plans shall safeguard data in accordance with Policy 5.23 and applicable state and federal data privacy laws and regulations.
4. A communications component that addresses information needs of current students and their emergency contacts, employees, and the community.
 - a. The communications component shall identify methods for communicating to and receiving information from the institutional community including information on the nature of the emergency and its impact on employees and students.
 - b. Information regarding the college or university action and response to a long term emergency may be made available to students and employees if not protected non-public information.
 - c. Colleges and universities shall make best efforts to give students notice of a cancellation and potential for a long-term closure as soon as practical.

Part 3. Educational services. Upon declaration of a long-term emergency under board policy 1A.10, any long-term emergency closure is subject to the following provisions:

Subpart A. Interruption of learning. Consistent with the employee and student consultation processes on campus, each college and university shall have a policy regarding credit for work completed in the event of a declaration of a long-term emergency that results in the closure of the campus and the cancellation or suspension of classes, consistent with this procedure and policy 1A.10.

Subpart B. Long-term emergency closure before completion of two-thirds of the semester (see policy 1A.10 for definition of semester). When a long-term emergency closure occurs before completion of two thirds of the semester, the following shall apply:

1. All registrations for the semester shall be dropped with no effect on a student's academic standing except as provided in this subpart.
2. Students registered for off-campus internships, practicum, study abroad, travel study, clinical experiences, research courses, or capstone courses shall comply with directives of host organizations in coordination with the college or university.
3. The amount of time allowed for completion of existing incomplete grades in courses, from a prior semester, shall be extended twelve months from the resumption of class. Any extension must be documented in the student's file for financial aid and other purposes.

Subpart C. Long-term emergency closure after completion of two thirds of the semester.

When a long-term emergency closure occurs after completion of two thirds but before the end of a semester, the following shall apply:

1. Except as described below, if after consultation with the faculty, the president determines the semester to be complete and ended, students will receive a grade of “PE,” to denote pass under extraordinary circumstances.
2. Students registered for off-campus internships, practicum, study abroad, travel study, clinical experiences, research courses, or capstone courses shall comply with directives of host organizations in coordination with the college or university.
3. During the first semester after resumption, students may choose to re-enroll in courses for which they received a grade of “PE” at no additional tuition charge with the approval of the college or university.
4. Recording of grades shall occur upon resumption of operations.

Subpart D. Occupational or professional licensure or certification requirements. When a long-term interruption of learning occurs and prevents students enrolled in programs that prepare graduates for occupational or professional licensure or certification from completing requirements, a semester or calendar modification or alternate delivery for affected program courses may be established by the college or university.

Subpart E. Study abroad and travel study programs

1. Study abroad and travel study programs may be continued, cancelled or suspended in accordance with this procedure, independently from a decision to continue, suspend or cancel campus activities.
2. In consultation with public health officials, a college or university may limit access to campus by individuals returning from locations affected by serious health concerns.

Part 4. Enrollment Services.

Subpart A. Admissions

1. If a student is admitted to begin in a specific semester that is cancelled, that admission shall be continued to the next operating semester unless the student requests to further defer the enrollment start.
2. Each college and university shall include in their continuity of operations section of the all-hazards plan, procedures for continuing the admissions process during times of suspension or cancellation.

Subpart B. Financial aid. Each college and university shall include in their continuity of operations section of the all-hazards plan, procedures for addressing student financial aid consistent with state and federal laws and regulations.

Part 5. Residential Housing Services.

Subpart A. Housing closure. In the event of a cancellation or suspension under this procedure, the president shall determine the availability of housing owned or operated by the college or university.

Subpart B. Refunds for housing and board. No refunds shall be given for housing and board plans for the portion of a semester preceding the housing closure. In the case of a housing closure, a refund shall be provided to a student for the portion of the semester it is determined housing and board operations will be closed, as determined by the president. If the closure extends to the end of the semester, then a refund to the student shall be provided for the remaining time of the closure consistent with the college/university policy, as approved by the president.

Part 6. Reporting. A college or university that declares an emergency under Board Policy 1A.10 shall submit an after-action report to the Office of the Chancellor concerning that emergency and efforts to restore operations. The report will be consistent with the guidelines contained in the All Hazards Planning Guide.

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