

Procedure III.3008.C.c, Instructional Continuity to Make Up Lost Instructional Time

Associated Policy

Policy III.3008.C, Emergency Incidents

Procedures

In the event circumstances during the course of a scheduled semester cause the loss of instructional minutes, it is necessary for this time to be made up during that semester. The College has developed this procedure to direct the actions of faculty and administrators to both make up lost time and document the process.

Documentation process

- Once the College has reopened in accordance with Policy III.3008.C, Emergency Incidents, an email will be sent to all faculty currently teaching providing a link to complete documentation with details on the process used to make up lost instructional time.
- All submissions will be provided to the appropriate Department Chair and instructional Dean for review and approval
- Once approved, all documentation will be retained in accordance with SJC retention policies.

Addressing significant time lost

- If the instructional minutes lost for an active part of term is greater than 20%, as calculated by the Office of the Registrar, the Instructional Deans Council will make a recommendation to the Strategic Leadership Team regarding how to proceed to make up lost instructional minutes.

Addressing lack of access to facilities

- In the event the College facilities are deemed inadequate to hold instruction upon returning to campus, the College's SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) liaison will be contacted to assist in identifying an approved alternate site.

Date of SLT Approval	June 24, 2025
Effective Date	July 16, 2025
Associated Policy	Policy III.3008.C, Emergency Incidents
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
Secondary Owner of Policy Associated with the Procedure	Assistant Vice Chancellor, Instructional Innovation and Support