

September 1, 1999

MEMORANDUM

TO: Presidents

FROM: Stephen C. Scott
Executive Vice President

SUBJECT: Effects of Natural Disasters on College Operations

Several colleges have contacted the System Office concerning the impact of Hurricane Dennis on college operations, particularly the effect on the census date for student hour reporting and tuition/registration fee refunds. The degree of the disruption of college operations varied from college to college. The following options should be applied in this case and in the event of future natural disasters:

1. The college may develop the census data as initially calculated by the IIPS software based on the original published schedule. The college would not make any manual adjustments to the IIPS software that calculates the 10 percent census date for classes. Student tuition/registration fee refunds would be made accordingly. In applying this option, it is assumed that the disruption to the college operation was minor and that any class time missed would be made-up consistent with the information provided below.
2. The college may make manual adjustments to the 10 percent census date for all classes whose schedule was affected by the. Apply refund policy according to the adjusted census date.

Colleges have an obligation to deliver the instructional services for which students pay tuition and fees. Therefore, curriculum and continuing education classes that are missed or not held for any reason, including inclement weather, should be rescheduled or the instruction should be made-up by some other

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alternative. Alternatives may include extra class sessions, individual conferences, or other options approved by the colleges administration. Also, it should be noted that part-time instructors may be compensated either by an hourly rate or a lump sum for the courses they teach. If a college chooses to compensate an instructor on a per hour basis and the instructor misses classes due to closure of the college and the actual time is not made up, the amount of compensation and the reported student hours in membership must be adjusted as well.

If you have questions related to FTE reporting, please contact Todd Parker at (910) 675-1439. If you need instructions for modifying the census date on the IIPS software, please contact Steve Ijames at the System Office.

SCS:BR:dw

c: Chief Instructional Administrators
Senior Continuing Education Officers
Business Managers

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