**Global Campus In case of emergency policy and process**

In the event of a natural disaster or similar significant disruption outside of the student or faculty control and impacting Global Campus students, or faculty teaching Global Campus courses please refer to the below policy and processes.

**Instruction**: If an instructor cannot meet contact hours expectations on a weekly basis due to long term illness, family emergency or natural disaster, the department is expected to fill the void within one week and facilitate communication to students enrolled in the course as to how instruction will continue to be delivered and feedback received. Communication to Global Campus leadership is also recommended.

**Students**: Should a natural disaster or similar significant disruption outside of the student control, faculty and students should refer to Academic regulation #72.

* Students are responsible for communicating with their instructor as soon as possible to make arrangements for any missed work.
* When possible, students should provide appropriate documentation for their absence.
* As long as such absences are not excessive, it is recommended, but not required, that the instructor provide and document reasonable arrangements.
* Determinations regarding the acceptance of an absence are the discretion of the instructor based on the attendance policy as stated in the class syllabus.
* Emergency Notification – In the event that the student is unable to contact the instructor in a timely manner, the Office of the Dean of Students, or a Global Campus administrator may provide emergency notification on the student’s behalf to the instructors.
* Students may also choose to request an Incomplete (I) grade. Students who receive an I grade have up to the end of the ensuing year to complete the course, unless a shorter interval is specified by the instructor. See Academic Regulation 90.
* Students dissatisfied with the instructor approved accommodation or needing to withdraw from the course should refer to Academic Regulation 57 regarding petitions for exceptions to academic calendar deadlines and withdrawal limits.