

## North Carolina Central University Catastrophic Event Planning

North Carolina Central University (NCCU) has established plans, procedures, and policies in place to address institutional and instructional operations in case of emergency situations or catastrophic events. The NCCU Emergency Operations Plan (EOP) is the guide the institution uses for emergency and/or disaster response. The EOP is intended to provide guidelines for emergency/disaster response practices. It cannot be assumed that all foreseeable and unforeseeable scenarios are contained in this document or that other information or measures will not be required. Public disclosure of this document could have a reasonable likelihood of threatening public safety by exposing vulnerabilities and emergency plans and procedures.

The Emergency Operations Plan contains sensitive and confidential information and is not considered a public document open to inspection or examination by the public, per [NC General Statute 132-1.6](#). The plan is disseminated only to those that have responsibilities listed within the plan. Reproduction of the document, in whole or in part, without the express approval of the NCCU Department of Environmental Health and Safety, is prohibited. The information contained in the plan is solely for the use of NC Central University and is to be considered a guide for emergency and/or disaster response.

### **Class Disruptions from Catastrophes**

In the event North Carolina Central University cannot provide instruction for enrolled students, the guidelines under the NCCU Emergency Operations Plan, *section ESF-17: Academic Continuity and Support*, the Office of the Provost under the Division of Academic Affairs is the unit responsible for coordinating and providing resources to support and ensure the continuity of academic operations during an emergency. The Office of the Provost has assigned members of the academic affairs leadership team to engage in preparedness activities in the event classes are temporarily or permanently disrupted.

#### **Temporary Class Disruptions from Catastrophes**

The academic affairs committee consists of representatives from the Office of the Provost, Academic Deans, the Office of e-Learning, and the Division of Extended Studies. The committee has the authority to transition the University to remote learning to ensure the continuity of academic operations. The committee is also responsible for supporting, facilitating, and communicating critical academic support needs to ensure continued operation of academic activities.

#### **Permanent Closure**

As required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines on [Closing a Program, Site, Branch or Institution](#), in the event NCCU must permanently close, the Chancellor's Executive Leadership Team and the Division of Academic Affairs will work with other campus units to develop specific plans to assist the students, the faculty, and the administrative and support staff. Specifically, this includes provisions for students who have not completed their degree to transfer to another institution. NCCU will develop and seek SACSCOC approval for agreements with other institutions.

### Teach-Out Plans and Agreements

In accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines teach-out plans and agreements found in the [Closing a Program, Site, Branch or Institution](#) document, and in accord with Federal regulation [602.24 \(c\)](#) and the [UNC Policy Manual, Standard 10.3 \(Finance and Organization\)](#), NCCU is required to submit a teach-out plan or agreement to SACSCOC for approval prior to implementation. The Office of the Provost is the unit responsible for overseeing the developing of a teach-out plan or agreement. The actual plans or agreements will be created by the academic unit. Additionally, the academic unit and the Office of the Provost will communicate with the plans with the students and assist to ensure a seamless transition.

### Tuition Refunds

As a constituent member of the [University of North Carolina System](#), North Carolina Central University is bound by the general statutes of the state of North Carolina and [The UNC Policy Manual 1000.1.1](#) in regards to tuition. However, in the event NCCU could not offer remote learning and had to cancel all instruction, refunds would be issued based on the University's prorated refund schedule.

The Chancellor, the Vice Chancellor for Administration and Finance, along with the Chancellor's Executive Leadership Team would make a determination based on the point in the semester classes were cancelled. If a refund is to be issued, students who sign up for direct deposit will have refunds distributed to the banking information on file. For students who do not sign up for direct deposit, a check will be mailed. If the refund is generated by a Parent Plus loan, it will be distributed by mail to applicant of the loan.

### Withdrawal Schedule for Prorated Bill Adjustment for Tuition and Fees

If a student decides to officially withdraw from North Carolina Central University, the following prorated bill adjustment will occur:

- Before the end of the official drop/add period, 100% of the charge for tuition and fees will be reversed.
- Within two weeks after the close of the official drop/add period, 40% of the charge for tuition and fees will be reversed.
- Within four weeks after the close of the official drop/add period, 20% of the charge for tuition and fees will be reversed.
- Tuition and fees are not reversed after four weeks from the close of the official drop/add period. You will be responsible for paying back 100% of your tuition and fees.
- There is no adjustment of tuition and fees for a student who drops a class after the close of the official drop/add period while remaining enrolled in another class or classes.