Summary of Key Changes to Business Continuity Documents to Reflect Q-S Transition:

The changes to the business continuity documents address the issue of how the academic calendar can be adjusted to accommodate changes in the event of a major disruption.

The Committee that developed the original document believed that to qualify for a full academic term, 80% of the instruction should have taken place. For a 14-week semester, that will be $14 \times 80\% = 11.2$ weeks. In modifying the document, this is rounded to 11 weeks. Therefore, including the final exams, a minimum of 11 weeks of instruction is suggested for a modified semester should a major event disrupts the education process.

For the Summer Term which includes a 4-week May Session, 1 week of break, and a 7-week Summer Session, applying the same 80% rule but rounded down, the minimum number of weeks of instruction is 8 weeks.

In the quarter system, there was a “spring break” between winter/early spring months. This spring break under the Semester System will happen between the 2nd and 3rd week of March. In the event of major disruption to the Spring Semester, this week can be used for instruction and therefore the Break may be canceled, depending on the circumstance.

For faculty members, if an entire Autumn or Spring semester is lost due to a disaster which spans 2-3 months, it is recommended that the impacted semester be declared the ‘quarter off duty’ for faculty on nine month appointments and that a full range of courses be offered during the next summer Term. This change is on page 24 of the Enterprise Continuity document.