

Brewton-Parker Christian University

Institutional Continuity Policy for Academic Operations and Distance Education

I. Purpose

Brewton-Parker Christian University ("BPCU") is committed to maintaining the continuity, quality, and integrity of its educational programs during periods of operational disruption while protecting the academic interests of its students. This policy establishes the University's institutional framework for ensuring continuity of academic operations, delivery of distance education, student communication, protection of academic records, and appropriate student protections in the event of significant disruption or institutional closure.

This policy supports the University's participation in the National Council for State Authorization Reciprocity Agreements (NC-SARA) and shall be implemented in conjunction with applicable federal and state law, accreditation standards, and University policies governing emergency operations, technology recovery, student records, and institutional governance.

II. Scope

This policy applies to all academic programs and educational activities offered by Brewton-Parker Christian University through distance education, online instruction, hybrid delivery, and any other instructional modality affected by a catastrophic event or significant operational disruption.

III. Institutional Responsibility

The University recognizes its responsibility to provide educational services in a manner that protects students from unnecessary interruption whenever reasonably possible.

Accordingly, BPCU maintains institutional plans and procedures designed to:

- Maintain continuity of academic instruction;
 - Preserve access to essential student support services;
 - Protect the integrity and accessibility of student academic records;
 - Communicate timely information to students, faculty, and staff;
 - Provide appropriate educational or financial remedies should educational services become unavailable; and
 - Ensure compliance with NC-SARA policies, state regulations, and accreditation requirements.
-

Brewton-Parker Christian University

Institutional Continuity Policy for Academic Operations and Distance Education

IV. Operational Continuity

During a natural disaster, public health emergency, cyber incident, infrastructure failure, or other catastrophic event, the University shall make reasonable efforts to continue academic operations with minimal disruption.

Operational continuity includes, but is not limited to:

- cloud-based learning management systems;
- secure institutional information systems;
- data backup and recovery procedures;
- instructional technology platforms;
- institutional communication systems; and
- technology support services.

Technology continuity and disaster recovery procedures are governed by the University's Technology Disaster Recovery Plan, which is incorporated herein by reference.

V. Continuity of Academic Instruction

The Provost, in consultation with the President, academic deans, and other appropriate University officials, shall determine the instructional response appropriate to the nature and duration of any disruption.

Depending upon circumstances, the University may implement one or more of the following measures:

- continuation of instruction through the University's learning management system;
- temporary remote delivery of instruction;
- alternative instructional methods that maintain appropriate academic quality;
- adjustments to instructional schedules or academic calendars;
- modified assignment or assessment schedules;
- temporary suspension of instruction until educational quality can reasonably be restored.

Faculty members are expected to communicate revised instructional expectations through official University communication channels and continue providing appropriate academic support to students whenever feasible.

Brewton-Parker Christian University

Institutional Continuity Policy for Academic Operations and Distance Education

VI. Continuity of Student Services

The University shall make reasonable efforts to maintain essential student support services throughout any operational disruption, including:

- academic advising;
- registrar services;
- financial aid services;
- library services;
- information technology support;
- accessibility services; and
- other academic support functions necessary for student success.

When normal operations cannot be maintained, alternative methods of service delivery shall be implemented whenever reasonably practicable.

VII. Communication with Students

Timely and accurate communication is essential during any operational disruption.

The University shall communicate significant operational changes through official institutional communication channels, including University email, the learning management system, the institutional website, and other approved communication platforms.

Communications may include:

- instructional modifications;
 - changes to academic schedules;
 - campus operational status;
 - available student support services; and
 - additional information necessary for students to continue their academic progress.
-

VIII. Institutional Closure and Student Protection

In the event Brewton-Parker Christian University determines that continuation of educational operations is no longer feasible, the University shall implement an orderly transition designed to protect currently enrolled students and preserve institutional records.

Brewton-Parker Christian University

Institutional Continuity Policy for Academic Operations and Distance Education

Any decision regarding institutional closure or discontinuation of academic operations shall be made by the University's Board of Trustees in consultation with the President and other appropriate institutional leaders.

Consistent with NC-SARA policy, the University shall take appropriate measures to ensure that affected students receive the educational services for which they have paid. When continued delivery of educational services is not reasonably possible, the University shall provide appropriate student protections, which may include:

- approved teach-out agreements;
- transfer assistance to other institutions where feasible;
- alternative instructional delivery when appropriate; or
- reasonable financial compensation consistent with applicable law, accreditation standards, institutional policy, and NC-SARA requirements.

The University shall coordinate these actions with its institutional accreditor, the Georgia Nonpublic Postsecondary Education Commission (GNPEC), NC-SARA, and other appropriate regulatory authorities as required.

IX. Protection and Maintenance of Student Academic Records

Brewton-Parker Christian University is committed to preserving the integrity, confidentiality, and long-term accessibility of student academic records.

Permanent student records are maintained through secure institutional information systems utilizing appropriate backup, recovery, and security procedures.

In the event of institutional closure, academic records shall be maintained in accordance with applicable federal and state law, accreditation standards, and the University's Transcript Transfer Protocol. Student academic records shall be transferred to an approved records custodian designated in accordance with GNPEC requirements to ensure continued student access to official transcripts and permanent academic records.

The University's Transcript Transfer Protocol is incorporated herein by reference.

X. Related Institutional Policies

This policy shall be implemented in conjunction with the following institutional policies and procedures:

- Technology Disaster Recovery Plan
- Transcript Transfer Protocol in the Event of Institutional Closure

Brewton-Parker Christian University

Institutional Continuity Policy for Academic Operations and Distance Education

- Student Complaint Policy
 - Academic Catalog
 - Emergency Operations Procedures
 - Information Security Policies
-

XI. Responsibility for Implementation

The President has overall executive responsibility for institutional continuity.

The Provost is responsible for academic continuity and implementation of this policy.

Operational responsibilities are shared among:

- Office of the President
 - Office of the Provost
 - Office of Information Technology
 - Office of the Registrar
 - Office of Student Financial Services
 - Academic Deans
 - Other administrative offices as appropriate
-

XII. Policy Review

This policy shall be reviewed at least annually and revised as necessary to ensure continued compliance with applicable federal and state regulations, accreditation standards, and current NC-SARA policies.