

Catastrophic Event and Disaster Recovery

Seminole State College of Oklahoma

Purpose:

This policy outlines the procedures and responsibilities in the event of a catastrophic event or institutional disruption, including the closure of a program, site, branch, or the entire institution. It ensures continuity of student services, the protection of academic records, and compliance with SARA guidelines.

Policy Statement:

Seminole State College is committed to maintaining continuity of educational services and safeguarding student interests during and after a catastrophic event. The institution will review and update its catastrophic event and disaster recovery policies and procedures at least every two years to ensure their relevance and effectiveness.

Procedures:

1. Closure Coverage:

This policy applies to closures of academic programs, physical locations (including sites and branches), or the entire institution. It applies regardless of whether the closure is due to institutional decision-making or an unanticipated catastrophic event (e.g., natural disaster, pandemic, civil unrest).

2. Student Protections:

In the event of disruption or closure, the College will ensure that students receive the educational services for which they have paid. If services cannot be provided, students will receive reasonable financial compensation or the opportunity to complete their program at another institution through teach-out agreements or transfer arrangements.

3. Academic Records:

The College will ensure the preservation, security, and accessibility of academic transcripts and student records during and following a catastrophic event. Processes will be in place for students and alumni to request and receive transcripts promptly, even in the event of a closure.

4. Review and Revision:

This policy, along with related disaster recovery procedures, will be reviewed and updated at minimum every two years by the College's administrative leadership, in consultation with IT, legal, academic, and student affairs teams.

Compliance:

This policy complies with the requirements set forth by the State Authorization Reciprocity Agreement (SARA) to ensure continuity, fairness, and transparency for all enrolled students, including those residing out of state.