



ASUB Standard Operating Procedure – 6102

Standard Operating Procedure Synopsis

Title: **CATASTROPHIC EVENTS AND TEACH-OUT PLAN**

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Review Date(s):

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Responsible Officer (RO): Vice Chancellor for Academics

Standard Operating Procedures Manager (PM): Vice Chancellor for Academics

A. Purpose and Scope

Arkansas State University-Beebe is committed to ensuring the continuity of academic operations, instruction, and critical functions. The purpose of the Catastrophic Events and Teach-Out Plan Policy is to mitigate the impact of operational disruptions to its campus community by implementing policies, procedures, and capabilities that provide continuity of operations should a catastrophic event or permanent campus closure occur.

B. Definitions

- **Catastrophic event:** A natural or human-caused incident, which results in substantial damage or loss requiring major financial resources to repair or recover (i.e., fire, tornado, flood, pandemic, act of terrorism, or other disaster).
- **Closure:** A short-term greater than one semester to permanent closure of the college depending on the damage created by the catastrophic event.
- **Teach-Out Agreement:** Document made between the home institution and each partner Teach-Out institution identified in the Teach-Out Plan. The agreement should be reasonably detailed about the obligations being agreed to by each party and should be signed by an appropriate representative of each institution.

- ***Teach-Out Plan:*** Details the arrangements an institution makes for students when it intends to cease operating as an educational institution.

C. Procedures

CATASTROPHIC EVENTS

ASU-Beebe maintains and adheres to specific policies and procedures regarding crises, catastrophic events, and program discontinuances in order to minimize the length of time students' educational activities are disrupted and minimize the length of time that students, faculty, and staff are displaced due to short term closures.

TEACH-OUT PLAN

Any college affiliated with the Higher Learning Commission ("HLC") that is in the process of closing is obliged to provide for the welfare of enrolled students who have invested their time, energy, and money in attending the college. The college will document its preparations through a Teach-Out Plan in compliance with the Higher Learning Commission's policy FDCR.B.10.010 HLC Approval or Teach-Out Arrangement.

CONTINUITY OF OPERATIONS

ASU-Beebe utilizes highly accessible educational technologies minimizing the likelihood of interruptions when college facilities are not available. In addition, the college's [SOP 8301 Banner and Network Access](#) and [SOP 8202 VPN Remote Access](#) provide procedures for ensuring the integrity, confidentiality, and security of all documents and records created, received, or maintained in the course of college academic activity and that systems are protected from vulnerabilities, are adequately secured, and backed up to prevent record destruction and/or data loss.

The following ASU-Beebe resources are intended to help mitigate the impact of a catastrophic event on college operations:

- Through the use of cloud-based technologies, in the event ASU-Beebe facilities are not available and/or college closure, student transcripts can be provided off-site in an electronic format through a partnership with the National Student Clearinghouse: [Electronic Transcript Request](#).
- The college's [Cashier's Office](#) offers guidance and ensures that financial refunds are processed in a timely manner consistent with the college's policy and applicable federal and state requirements. The chancellor's Executive Council maintains the authority to enact additional refund measures due to a catastrophic event and associated extenuating circumstances.
- ASU-Beebe's [Emergency Management Committee](#) is chaired by the university police chief and includes senior executive leadership and campus/building/program-level management. This team is responsible for assessing the college's needs in the event of a physical crisis or emergency on campus and planning how to recover if such an event occurs.

- ASU-Beebe adheres to Emergency Procedures outlined in Chapter 11 of the [Student Handbook](#) and published on the college's [website](#).

D. Related Information

[HLC Approval of Teach-Out Arrangements Policy No. FDCR.B.10.010](#)

[Banner and Network Access Form and Instructions](#)

[VPN Remote Access DocuSign](#)

[Emergency Management Committee](#)

[Student Handbook](#)