

Effective:	October 13, 2021 (reaffirmed) August 2009 (original)
Responsible Executive:	Provost
Applicability:	All faculty and instructors
Review By:	October 2025

I. Policy on Faculty Contingency Plans

All instructors are responsible for assuring the classes that they teach are available to all enrolled students. The standard policies for both instructor preparation for anticipated absence and for student participation and attendance are stated in the Faculty Handbook, Chapter 4, Instruction.

Certain events, however, may be highly disruptive to standard instructional procedures and may require unusual efforts of instructors to manage both primary instruction and make-up work. For these types of circumstances instructors must have contingency plans for continuing their courses. These contingency plans must be provided to the students in writing (preferably in the syllabus for the course). The nature of a contingency plan may vary with the type of course and instructor.

Faculty must advise their department heads/chairs of their contingency plans and supply them with a copy of the course syllabus.

An example of a contingency statement for a course:

If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation (such as an H1N1 flu outbreak), the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials.

II. Policy on Department and College/School Contingency Plans for Instructor Absences

In order to maintain the instructional mission of the university, each department and college/school must work with its faculty to adopt contingency plans for faculty/instructor absences.

All instructors must have contingency plans for covering their courses in the event they are unexpectedly unable to meet their courses. These contingency plans must be provided to the students in writing in advance of the absence (preferably in the syllabus for the course). The nature of the contingency plan may vary with the type of course and instructor.

Faculty must advise their department heads/chairs of their absences and their contingency plans so that these offices can answer student questions and communicate the plans to the students.

However, given the wide range of emergencies that can occur the department/college/school must have contingency plans for providing course work to students when instructors are incapacitated. The methods for accomplishing this will vary. Each department plan must consider a wide range of emergency situations, be approved by the appropriate dean's office, and submitted to the Office of the Provost.

III. Auburn University Contingency Class Attendance Policy

During normal operations, Auburn University's class attendance policies as stated in the [Faculty Handbook](#) and the [policy section of the Division of Student Affairs](#) website are in effect. However, given that crises related to weather, sickness, and violent threats may occur, the university must have contingency plans that allow for the continuation of its academic mission. This policy is designed to address this need.

In the event that a situation results in which it is inadvisable for students to attend classes, the requirement of documentation for excused absences can be suspended for a period of time determined by the Office of the Provost. Faculty will work with students to provide make-up work as appropriate to the student's situation with the goal of allowing students to complete the courses in a timely manner. Special consideration must be given to students in pre-requisite courses, graduating students, and students with special needs.

Moreover, the Office of the Provost may temporarily relax the university requirements for assigning incomplete grades (IN) when appropriate.

In the event that the university cancels classes and/or needs make-up days for course work, an approved make-up calendar will be issued by the Office of the Provost. This calendar can utilize days in which classes were not previously scheduled: weekends, holidays, Thanksgiving and Spring Breaks, and the days in between semesters such as the days between finals and the beginning of the next semester (for example the breaks in late December and early January).

This contingency plan also allows for the rescheduling of final exams.

These three contingency policies concerning academics at Auburn University were developed via a workgroup that consisted of representatives from the University Senate leadership, Office of Informational Technology (including Instructional Multimedia Group), the Provost's office, and the Crisis Management Team.

The policies are designed to cover a wide range of emergency situations. Please share these policies with the appropriate members of your college.