

## Institution Affirmation Regarding Delivery of Instruction, Unanticipated Closures, and Catastrophic Events

In the event of a closing program, site, branch or institution Southwest Tennessee Community College will follow the practices outlined below.

- **Closing a Program:** A teach-out plan/agreement will be submitted to SACS-COC for approval prior to implementation. This plan includes notifying impacted parties and assisting students to make appropriate plans.
- **Closing a Site or Branch:** All constituencies will be notified, and Southwest will notify SACS-COC in writing. Students will be provided support in transitioning to another site/branch.
- **Closing of the Institution:** A teach out plan/agreement will be submitted to SACS-COC for approval prior to implementation. This plan includes notifying impacted parties and assisting students to make appropriate plans with transfer institutions. Southwest is a member of the Tennessee Board of Regents (TBR) which would maintain any student records in the event of closure. TBR maintains our student databases via Microsoft Azure Cloud backup. Also, Southwest utilizes the National Student Clearinghouse that ensures students can access transcripts electronically. This system ensures students have access to transcripts in the event of a closure.
- **Closure due to Catastrophic Event or Unanticipated Closure:** Southwest utilizes the National Student Clearinghouse that ensures students can access transcripts electronically. This system ensures students have access to transcripts in the event of a catastrophic event or unanticipated closure. We also have an IT Disaster Recovery Plan that directs how our data, including student records data, will be backed up for restoration in the event that an event causes the college to lose its data processing capability for a period of time.