Dear faculty,

We have worked with the BOR staff to enact a phase-in of our continuation of instruction:

**Fully and Entirely Online Courses**

Fully and entirely online classes can continue and are **not** subject to the two week suspension of instruction. Under this exception, fully and entirely online courses may **not** require any type of seated exam during the period that face-to-face instruction is suspended. This includes testing at a third-party physical location for proctoring. This is consistent with the intent of maintaining social distancing while the threat persists. Faculty who need assistance with developing online assessments are encouraged to contact the CELT.

**All Other Courses**

All other seated and hybrid classes can resume in an online format beginning on **Saturday, March 21**. Faculty who need a second week to complete the conversion of their course to online should still communicate with students even if it is only by email. We do not know when the suspension of instructional activity on campus will be lifted, so it is best to have a long-term plan in place.

**Internships**

Face-to-face off-campus internships are under the same suspension as campus courses. Those overseeing programs that must meet licensure requirements have already contacted their governing bodies for additional guidance. Faculty teaching other work-based internships should be prepared to use alternative assignments that do not require face-to-face interaction in the event that the suspension of face-to-face instruction be extended beyond the two-week period. Some employers may allow students to telecommute.

I understand that receiving information that is contradictory or incomplete can be frustrating. We are attempting to pass on information as quickly as it becomes available. A similar communication is being sent to students. I encourage everyone to be understanding in the event that students do not check their email in time to receive this update before online classes resume.

Thank you for your patience during these very unusual times.

Kevin

Kevin Demmitt
Provost and VPAA