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MEMORANDUM

To: Faculty
From: Barry L. Spriggs, Provost
Date: March 9, 2020
Subject: Continuity of Academic Programming (COVID-19)

As shared recently by SUNY Provost Tod Laursen, I am writing to prepare continuity of academic programming as it relates to COVID-19. Late last week the New York State Education Department distributed a [memo](#) that outlines, at the state regulatory level, guidance about flexibilities in providing academic programming. Also the Federal Student Aid office of the U.S. Education Department issued [guidance](#) to comply with Title IV, Higher Education Act (HEA) policies for students whose activities are impacted by coronavirus (COVID-19).

The guiding principle in providing continuity of academic programming is to offer learning opportunities in the least-restrictive manner while maintaining intended student learning outcomes. For any who become subject to quarantine or seek accommodation, the goal remains to provide opportunities for continuity of current courses.

Options for facilitating that continuity include, but are not limited to, the following:

- **Distance learning**, including “low-interaction” activities such as connections via phone/conferencing systems such as [Zoom](#) or [WebEx](#) and exchange of work via Blackboard and/or email;
- **Independent study**, as an individual student or combined group of students, for both online and residential;
- **Experiential learning**, including via simulated/virtual experiences;
- **Online learning**, moving to online those SUNY Courses that are not being taught online now; this could be considered for both campus courses and for study abroad courses;
- **Assigning an “Incomplete” grade** with opportunity to complete course requirements in conjunction with a future section of the course, without requiring registration and payment;
- Placing students in **open seats of campus-offered courses** (suggested as a last-resort, or to be offered in combination with other options from which students may select); and

- **Collaborating with other SUNY campuses** on any of the above, to share faculty resources and address student needs.

In order to prepare for this possibility I am requesting that each faculty submit plans in cases where there may be no in-person instruction. This plan should be a 14-day plan that will address student absence *as well as* instructor absence. This information will be gathered to develop local guidelines and additional planning steps. Please complete the [Intake Form for Alternative Delivery](#) and submit by Wednesday, March 11, 2020, by 5 p.m. Our local information can be found on the College Distance Education webpage at <https://www.morrisville.edu/contact/offices/provost-office/distance-education>

We understand that not all faculty may be familiar with the full set of tools to take advantage of these delivery options. In addition to our local resources, there are also sources available throughout the system (see SUNY Purchase: [Teaching during campus closure](#), Stony Brook University: [Keep Teaching](#)) and more will be available in the coming days, including a checklist from the SUNY Online team.