

Notice to All Instructors: Procedures for Implementing Alternate Instruction

All courses must move to an online or a distance/remote format by Monday, March 30, 2020. If you have not reached out to students informing them of the alternate plans in your courses, please do so immediately. This aligns with the [Academic Continuity Plan](#).

We expect that courses will end on Friday, May 15, 2020, with grades due on Tuesday, May 19, 2020. If an additional week is necessary, faculty must request an extension from the Provost Office.

All instruction that previously expected students to return must now move to provide remote learning options. Faculty should consider using an array of instructional approaches to transition courses to an online or distance format. This is being mandated so that students can successfully complete their course requirements without having to return to campus.

If certain learning outcome(s) can only be met with facility-dependent activities, then a request for an exception is required for those activities. Faculty are being asked to identify what those activities are and to propose a strategy so that students would not be required to return to campus.

An example might include equine breeding experiences where the activity could be accomplished at a remote breeding facility (in this particular example). Other strategies could include extending an incomplete contract to the student, accepting prior learning experience, or some other special project.

Contact your academic school office support staff for incomplete and special project forms.

Evaluation of prior learning experience will be made at the discretion of the individual faculty member with the appropriate dean's approval. Exceptions will be granted based on a clearly demonstrated case that alternate options have been explored and the program learning outcome(s) cannot otherwise be met within the student's program of study. Instructors should work directly with each affected student to establish a contract based on the alternate chosen.

Each plan should include a timeline for completion, with a final grade required no later than August 15, 2020. The completed plan should be submitted to your academic dean for review and approval. The Dean will then forward the approved plan to the Registrar's Office within two working days.

Barry L. Spriggs, Ph.D. | *Provost*

Provost's Office | [SUNY Morrisville](#)

80 Eaton Street, P.O. Box 901 | Whipple Administration Building | Morrisville, N.Y. 13408

Office: 315.684.6054 | Fax: 315.684.6109 | Email: spriggbl@morrisville.edu