

# Academic Plan for the Continuity of Instruction in the Event of a Pandemic

## Overview

The purpose of this document is to ensure that the college is prepared to respond to and mitigate the effects of pandemic health events, such as influenza or other contagious/infectious illnesses. This document may have applications for other events of public health consequence or that are expected to affect student, faculty, and/or staff attendance for extended periods of time.

## Procedures

- Should any disease rise to the level of a possible pandemic state, the College will monitor the situation by communicating with local and state health officials, review information from the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health (VDH), the Virginia Department of Emergency Management (VDEM) and media sources in order to provide appropriate information to the College community.
- College officials may temporarily close the college or campus, or convert classes to an on-line format (where applicable) if such closure serves the best interest of the College community.
- The college may also postpone/cancel internal and external events on campus, or sponsored external campus event or trips.
- Should the college close the college or campus temporarily, faculty are to refer to their individual plans for academic continuity during an emergency in order to continue with instruction.

## Student Attendance

- Students who know or suspect they are infected with a contagious disease must notify their faculty member who will notify the Dean of Students, or the Dean of Students directly.
- The Dean of Students has the authority to send the students home and will communicate with the faculty member regarding the student's classes.
- Prior to returning, students who have been diagnosed as having a contagious disease must present written documentation from the treating physician to the Dean of Students indicating that the student is medically cleared and able to return as of a specific date.
- Students are encouraged to stay in touch with faculty via Canvas, email or conference via ZOOM as directed by faculty who are assigned to teach their classes, regarding class assignments and progress as appropriate. Faculty will be as reasonable to assist students with completing course objectives during a pandemic, especially students who are directly impacted and who present documentation from their physician.
- In the instance where students are administratively dropped, receive a late withdrawal or incomplete, faculty and staff must follow the applicable procedures in [Policy 1-10](#) – Student Initiated Withdrawal. Documentation must be submitted in all instances.

- Faculty members will treat each incident on a case-by-case basis and will use their professional judgment regarding the action they take based on student performance in consult with their academic dean, in the class prior to the student becoming ill.
- Hybrid courses will follow the prescribed recommendations based on the mode of delivery at the time of the student illness.

<b>Student Attendance Guidelines*</b>		
<i>In the event that a student misses classes...</i>		
<b>Before the “Last Day to Drop with Refund” for the applicable course session</b>	<b>After the “Last Day to Drop with Refund” but before the “Last Day to Withdraw” for the applicable course session</b>	<b>After the “Last Day to Withdraw” for the applicable course session</b>
1. Student may initiate drop; or 2. Faculty may initiate administrative drop if the student has never attended the class.	1. Faculty may provide student the opportunity to make up work; or 2. Student may initiate withdrawal; or 3. Student may obtain incomplete (if majority of course is completed and student is passing course at time of illness)	1. Student may initiate late withdrawal request; or 2. Faculty may provide incomplete (if student is passing course before illness); or 3. Faculty may award grade based on coursework already submitted; or 4. Faculty may advise student to request late withdrawal if student is not passing and is unable to make up work

\*Refer to the [Academic Calendar](#) for specific terms and dates.

### College Closings

- Should a disease reach a pandemic stage and require a temporary closure of the college or campus, faculty are to refer to their individual plans to ensure academic continuity during an emergency.
- Each faculty member will provide students information regarding alternatives to continuing their instruction for the semester. In the event that face to face instructions cannot be achieved through online learning in “performance based classes such as welding”, every effort should be made to offer the lecture portion of the class online and to allow the skills portion to be made-up as soon as the college re- opens. Every effort should be made to assist students with completing courses by the end of the semester where feasible. If a course needs to extend beyond the semester, plans should be made to conclude performance based courses before the start of the subsequent semester.
- There are financial aid implications for the student in classes which cannot be converted to an on-line format. Please contact the Financial Aid Office or refer to their [website](#).

- The Department of Education has provided guidance for interruption of study related to Coronavirus (COVID-19). Please contact the Financial Aid Office or refer to their [website](#).