

March 16, 2020

DEPARTMENT/PROGRAM CHAIRS

**RE: Contingency Planning for Interruptions in Instruction and Modified Program Course Availability**

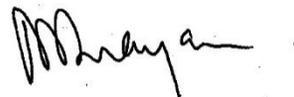
Dear Colleagues,

We are writing to encourage undergraduate and graduate programs to engage in discussions with their faculties to develop contingency plans for the possibility of a temporary modification in degree requirements. This comes in response to the challenges our campus is facing, and will continue to face, in response to the COVID-19 public health crisis as we move towards remote instruction. The Senate Committee on Educational Policy (CEP), Graduate Council (GC), and the Committee on Courses and Instruction (CCI) all recognize that some courses, especially lab, studio and field study courses, may not be readily transferable to a remote instruction format without significant impact on student learning and the ability of the course to meet the approved learning outcomes. In turn, this may lead program faculty to consider whether or not it would be appropriate to temporarily modify the program requirements to waive such a course as part of the degree requirements for graduating seniors.

The Academic Senate would like to reiterate that modification of existing program requirements requires approval of the appropriate Senate committee with plenary authority over academic programs and curricula – CEP for undergraduate programs, GC for graduate programs, and CCI for courses. These committees are prepared to receive and review in a timely way any requests from department chairs and program directors for temporary program requirement modifications that pertain to students and courses impacted by shifts to course instruction due to the COVID-19 pandemic.

We would also like to add that, with remote course instruction, instructors should make clear to students what the expectations are with regard to technologies required for the course (computers, Internet access, etc.), so that students can determine whether they can take the course or should drop it.

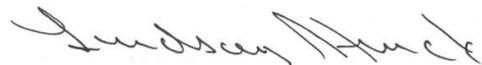
Sincerely,



Onuttom Narayan, Chair  
Committee on Educational Policy



Donald Smith, Chair  
Graduate Council



Lindsay Hinck, Chair  
Committee on Courses of Instruction

cc: PBSci Dean Koch  
Social Sciences Dean Mitchell  
Humanities Dean Stovall  
Interim Arts Dean Warburton  
BSOE Dean Wolf  
Acting VPDGS Williams  
VPDUE Hughey  
VPAA Lee  
Interim CP/EVC Kletzer  
Senate Chair Lau  
Senate Director Mednick  
Department Managers