



Policy

FINISHING COURSES REMOTELY
EFFECTIVE DATE: MARCH 2021

REVIEW DATE: JANUARY 2025

DCB.506

Students who enroll in a course that is delivered in a face-to-face and/or IVN format will be required to complete the entire course in a face-to-face and/or IVN format. Technologies that allow students to connect to the face-to-face/IVN classroom remotely are only to be used in extraordinary circumstances (e.g. quarantine or isolation as it relates to a pandemic, medical emergencies, death of a family member, college-sponsored activities, campus or distance site closure, etc.). Extraordinary circumstances do not include voluntarily electing to depart campus before the completion of the academic term. Students who believe they have an extraordinary circumstance that qualifies them to finish a face-to-face/IVN course remotely should contact the Associate Dean for Academic Affairs to initiate the request to finish one or more courses remotely.

Procedure

- 1) The student sends an email message to the Associate Dean for Academic Affairs (Associate Dean) requesting to finish one or more courses remotely.
- 2) The Associate Dean contacts the student's instructors to determine if they will allow the student to finishing remotely and the conditions for doing so.
- 3) The Associate Dean decides on whether or not the student will be allowed to finish some or all of their courses remotely.
- 4) If the student's request to finish courses remotely is approved, the Associate Dean will create a contract which must be signed by the student. If the student's request to finish courses remotely is denied, the Associate Dean's decision is final and there is no appeal process.