



Policy

FINISHING COURSES REMOTELY
EFFECTIVE DATE: MARCH 2021

F.406.1

Students who enroll in a course which 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 which 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 prior to the completion of the academic term. Students who believe they have extraordinary circumstance which qualifies them to finish a face-to-face/IVN course remotely, should contact the Associate Dean for Academic and Student 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 and Student 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 finish 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.