



Dear Davis College Community,

In light of the ever-changing landscape of Covid-19, and the governor's direction to control its spread, Davis College is moving Main Campus classes to an Independent Study format beginning Monday, March 16th. Students will receive an email from their professors for each class regarding the move to independent studies. You will also receive further communication as we respond to changes in the situation.

Staff will continue to report as usual.

All business travel will require prior authorization by the college administration.

We will be issuing updates regarding graduation related events (awards chapel, rehearsal, graduation, etc.) as developments occur.

Please stay at home if you, or someone you have been in contact with, shows any cold or flu-like symptoms such as a cough and/or shortness of breath.

We encourage you to use only credible sources for information regarding the outbreak.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.health.ny.gov/diseases/communicable/coronavirus/>

Teaching Sites During Pandemic: As institutions across the state and country are closing and taking other action to keep individuals at home for a longer period during the pandemic, Davis College is informing its adult learner teaching sites about college policy concerning this crisis.

Davis has ceased all face to face classroom teaching on its main campus and is requiring all adult learner teaching sites to do the same. The plan each site has in place to continue the learning process while students are at home is adequate in the eyes of the college for offering a genuine college course. If no plan is in place to offer instruction at home via online video or email, then the course will be furloughed until it is safer to resume holding classes.

If extra time is needed beyond the end of the original semester end date to complete a teaching site course, it will be given. Attached is a completed and approved Request for Incomplete form for the spring A term adult learner course taught at your site. A copy will be placed in the file of each student from your site who is enrolled in an adult learner course this semester. The spring term B course may be offered in the summer or in the fall. The only administrative action that needs to be taken by you is to communicate to your students that classroom instruction is on hold at this time, and the details of your plan to complete the course (either via email or by furlough).

There will be no grade reduction applied to any adult learner course final grades as a result of participating in a course extension. Professors can submit final grades whenever they are calculated. The standard payment schedule will be in effect; professors will be paid upon receipt of final grades. Please let the college know whether an adjustment to the new due date for students to get all their coursework completed is needed – an extension for the extension.



Davis Dual Enrollment During Pandemic: The plan each high school administration has in place to continue the learning process while students are at home is sufficient in the eyes of the college for offering a genuine college course, and if extra time is needed beyond the end of the original semester end date to complete a dual enrollment course, it will be given. Attached are completed and approved Request for Incomplete forms for each dual enrollment course taught at your high school. A copy will be placed in the file of each student from your school who is participating in the dual enrollment program this semester. There is no administrative action that needs to be taken by you at this time, except to communicate to the college whether an adjustment to the new due date for students to get all their coursework completed is needed – an extension for the extension.

There will be no grade reduction applied to any dual enrollment course final grades as a result of participating in a course extension. Professors can submit final grades whenever they are calculated. The standard payment schedule will be in effect; professors will be paid upon receipt of final grades.

Davis Online Students: Your educational plans should continue uninterrupted. Please be in contact with your professors if the situation changes.

Let's be the voice of common sense and reason to our friends and families. Let's show compassion to those who are suffering by taking every precaution and inconvenience willingly and cheerfully. Let's pray for the policy-makers, the scientists in search of an effective vaccine, and the global community among whom we are to shine as lights.

Doug

D. Alan Blanc, PhD
Interim President
Davis College