

PROCESS FOR REQUESTING COURSE MODIFICATIONS AFTER OPEN ENROLLMENT BECAUSE OF COVID-19 (effective August 29, 2020)

Purpose

The purpose of these guidelines and process is to provide a mechanism for students impacted by COVID-19 to request virtual instruction, virtual participation, or other modifications of course requirements. This process applies to requests made after the open enrollment period has ended. During the open enrollment period, students seeking support to build a schedule with only virtually offered courses should contact the [Academic Advising Center](#).

Guidelines

1. As stated in the University's [Emergency Absence Policy](#), any time a student must miss a class or an assignment, the student should discuss the situation as soon as possible with the instructor since students and professors should deal directly with each other regarding completion of course work. It is not the intention of this policy to discourage that discussion.
2. To ensure the protection of students' medical privacy, faculty and teaching assistants should not accept any medical or disability documentation from students; instead, students should be directed to the SUCares@salisbury.edu within the Division of Student Affairs for assistance.
3. Priority consideration for virtual learning experiences should be given to students with documented health conditions that fall under one of the conditions for "at increased risk of severe illness from COVID-19" as listed on the [CDC website](#).
4. Requests for course modifications after open enrollment must be based on COVID-19 health considerations. An approved course modification will expire at the end of the semester or academic term in which it was approved. A new request must be submitted for the upcoming semester or academic term because academic and personal circumstances may change.
5. Approved modifications to course requirements or expectations are not "academic accommodations" and may not be processed by the [Disability Resource Center](#) (DRC). The DRC remains the clearinghouse for accommodations based on legally-defined disabilities.
6. This process can be used in many face-to-face and hybrid classes but because of the unique nature of some courses (e.g., laboratories, clinicals, studios, field experiences, etc.), virtual instruction or course modifications may not be possible in all courses. Thus, requesting that virtual instruction or course modifications apply to "all classes" is not advised and could potentially become an unnecessary barrier to student academic progress.

Process

The process will be used to review requests for adjustments to in-person classes (face-to-face or F2F) or course components (e.g., in hybrid courses) after the open enrollment period has closed.

1. Students must submit a statement and supporting medical documentation requesting a virtual learning experience or course adjustment for in-person classes or course components.

Note: All documentation submitted should be prepared by a qualified professional. A qualified professional is defined as an individual who is licensed or is a formally recognized expert in the medical, psychological and/or educational field with the authority to make diagnoses and/or recommendations in their specific field of practice. Documentation of COVID-19 and related health-impacts should be typed on appropriate letterhead and include the name, date, title, address, phone number, and signature of the professional who prepared the documentation.

2. Documentation must come from a qualified medical professional. No other documentation will be accepted.
 - a. Documentation and request for adjustment must be submitted to the Student Affairs Case Manager at SUCares@salisbury.edu.
 - b. The Student Affairs Case Manager will consult with the instructor of record and relevant campus offices (e.g., academic dean) with copies of communications sent to the Associate Vice President for Academic Affairs. The Student Affairs Case Manager may advise the student to use the Emergency Absence Policy if applicable.
 - c. Personnel in the Office of Academic Affairs will make the final decision on the request for course adjustment after the Student Affairs Case Manager has provided the relevant information and will communicate (via email) the decision regarding the request and, if applicable, the approved course adjustment to the student and instructor of record.
 - d. Appeals may be sent to the Provost (provost@salisbury.edu) within three calendar days of receiving the decision. The appeals decision will be final, and the process ends.

This process will be reviewed at the end of each semester and may be terminated as appropriate (e.g., when impacts of COVID-19 subside).