March 9, 2015

Open Letter to Parents Regarding Make-Up Coursework Guidelines

It’s been a difficult winter and there have been a number of class cancellations as a result. You may have wondered what happens after one or more class meeting times are cancelled. Does the course content simply get reduced? The answer is “no.”

It is the responsibility of the faculty to insure that course work missed due to weather-related class cancellations will be adequately covered during the time remaining in the semester. While ESU has no specific policy on making-up coursework after a weather cancellation, the large number of cancellations recently prompted the Interim Provost Peter Hawkes and the APSCUF Union Leadership, Drs. Nancy Van Arsdale and Joseph Miele to issue a joint letter affirming faculty expectations and providing recommendation for ways in which classes can be made up.

Faculty may:

1. Consider online teaching methods and/or out-of-class assignment to insure course competencies and student learning outcomes are met. It is important that there is a clear message to students that the additional assignment is not punitive, but rather connected to the desired student learning outcomes. Students have suggested the possibility of faculty doing webcam lectures whenever possible to make-up or catch-up with coursework.
2. Consider using the class’s assigned period in final exam week for instruction with alternative final project or exam.
3. Consider Saturdays in late March and April that can be identified as make-up days when courses essential to meet could be held. Instructors would work with Enrollment Services to arrange date/time/place. Faculty will inform students of the need to meet. Faculty will grant accommodations for students with unavoidable conflicts.
4. Consider use of late Friday afternoon for scheduling make up classes. For example, a Monday evening class could meet on the first Friday of the month.
5. If class time is needed to accomplish the coursework makeup (e.g., labs, studios, language classes, etc.), consider use of time slots less frequently scheduled. The faculty member may contact the ESU Registrar, Kizzy Morris, to find a time and place appropriate for class makeup. This option may include using the 2-4 pm meeting times on Tuesdays and Thursdays.

Making-up coursework per a standard policy or guidelines is expected by our accrediting body. They need to be assured there are plans in place to ensure course competencies and student learning outcomes are being met and that ESU Faculty are following guidelines.

In short, classes that are cancelled shall have coursework made-up in a fashion left to the faculty member’s discretion. Faculty members are expected to share their plans with their department chair who will save the information for the Accreditation Review Team.

Hopefully, this information has been helpful in assuring that ESU intends to deliver 100% of the coursework promised to our students. Should you have any questions about this information, please post them so that we can respond quickly and share with others on the ESU Parents and Family webpage.

Sincerely,

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