

Tulane University
Office of Academic Affairs & Provost
Instructional Continuity Policy for University Closures

Office Responsible for this Document: Office of Academic Affairs & Provost

Coordinating Departments: [Office of the Registrar](#), [Innovative Learning Center \(ILC\)](#), [Center for Engaged Learning & Teaching \(CELT\)](#)

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Who Needs to Know this Guidance: Faculty, Administrative Staff, School Administrators

Website Address for this Guidance: <https://provost.tulane.edu/academic-affairs/policies/academic-policies>

The University requires instructional continuity through and/or as a result of a closure. For short-term closure, making up missed class is up to the discretion of faculty. For long-term closure, as defined in this policy, the University requires instructional continuity to fulfill required course contact hours through scheduled makeup dates or alternative instructional delivery methods.

Short-term Closure (1 - 2 missed class sessions)

For a short-term closure, faculty should consider the use of alternative content delivery options or to make changes to the course schedule in order to accommodate the missed class session(s).

Long-term Closure (3 or more missed class sessions)

For a long-term closure, revising the course schedule may not be a viable option. Therefore, alternative content delivery options should be considered. Additionally, to assist faculty with course continuity, the University may invoke a Makeup Schedule to allow for in-person class meetings.

The Office of the Registrar will reserve all scheduled general classrooms over the course of two weekends ([Makeup Schedule](#)). Please note that the registrar will only reserve general-pool classrooms not departmental rooms.

Course Continuity Communication

- Faculty are responsible for communicating the course continuity plan to their students before, during, and after a closure.
- The Makeup Schedule will be included on the [University's Academic Calendar](#).
- Faculty should include the Makeup Schedule on their syllabi.
- Faculty should encourage students to avoid travel during the scheduled makeup dates.

Recommendations for Instructional Continuity

This document provides various instructional continuity options available to faculty in the event of cancelled classes due to a University closure. In the event of a University closure, faculty have discretion to choose the best method to deliver content in an alternate format (e.g., online- synchronous/asynchronous). Please note that any costs associated with the selected technology options will be the responsibility of the department (e.g. webcam, microphone, software).

Options for Instructional Continuity During University Closures

Recommended Options	Suggested Solutions to Fulfill Required Course Contact Hours
Revise the Class Schedule	<p>Reorganize material, pace of instruction, and/or adjust assignments and due dates to accommodate for lost class time.</p> <p>Post a revised syllabus to Canvas.</p>
Assign a new, independent assignment	<p>Assign an independent assignment, reading, or activity relevant to the class that can be completed off campus. Notify students of the change and update the syllabus. Post a revised syllabus to Canvas.</p> <p>Students can be contacted through Canvas easily. If it is necessary to contact students outside of Canvas, class lists with emails are available through the faculty tab on your Gibson Online homepage.</p>
Use ZOOM to hold classes	<p>What is Zoom? Zoom is a video conferencing platform that can be used for online meetings, webinars, secure chats, and more. Zoom is available to faculty, staff and students through Tulane's university-wide license. Zoom is highly compatible with multiple devices and browsers.</p> <hr/> <p>What is required? Users should first login and create an account at http://tulane.zoom.us. Meeting attendees will need a microphone and webcam to share audio/video in the meeting.</p> <hr/> <p>How do I get started? Faculty can create online class meetings through the Zoom tab from the Canvas course menu. Students will receive a meeting notification for Zoom meetings scheduled through your Canvas course.</p> <p>For more information about Zoom, how to login and create your account, setup meeting and more, please visit: Using Zoom in Canvas (step-by-step guide and video).</p>

University Closure Makeup Schedule	<p>When the University is closed for an extended period, the University Closure Makeup Schedule may be implemented by the Office of Academic Affairs. The dates designated for makeup weekends will be listed on the University Academic Calendar each year. Schedule details by will be communicated by the Office of Academic Affairs.</p> <p>Classrooms will be reserved at the beginning of each academic year on designated weekends late in each semester and will utilize the regular Monday or Tuesday class schedules. The Office of the Registrar will provide instructors with their regular classrooms when possible but may need to move classes in some instances.</p> <p>Instructors who wish to take advantage of the makeup weekend schedule will need to provide options for students who are unable to attend due to a job, religious obligation, or other scheduled conflict (e.g., providing class notes).</p> <p>If material has been covered utilizing alternative content delivery methods, then classes do not have to meet in-person on the makeup dates.</p>
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Plan Ahead for Short- and Long-term Closures

Instructors are encouraged to plan well ahead of short- or long-term campus closures.

- Have alternative assignments prepared in advance
- Consider ways in which your curriculum could be adjusted
- Test technology from home in advance
- Reach out to the Innovative Learning Center-ILC and/or the Center for Engaged Learning & Teaching-CELT
- Keep in mind that power outages or internet interruption on campus and elsewhere may impact your and students' ability to engage online
- Make note of the two designated makeup class weekends on your calendar and in your syllabus

Contacts:

Questions about the Policy: [Office Academic Affairs & Provost](#)
504.865.5261/provost@tulane.edu

Makeup Schedule and Contact Hours: [Office of the Registrar](#)
504-865-5231/registrar@tulane.edu

Instructional and Technology Support: [Innovative Learning Center – ILC](#)
504-862-8888/ilc@tulane.edu
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