



SUBJECT: NDNU Changing to Online Format to Prevent Coronavirus

DATE: March 12, 2020

Dear NDNU Community,

The university has been closely monitoring local conditions around COVID-19 (coronavirus), including the recommendation of local health officials and responses of nearby campuses. We know this is an uncertain time, and the local situation is rapidly evolving.

Fortunately, as of this writing, NDNU has no known cases of COVID-19 on our campus. We continue to prioritize the health and well-being of our community, and we want to do our part to slow the spread of the virus. The latest campus conditions can be found [here](#). In this time of heightened concern for public health we also need to do our best to maintain instructional continuity for students.

These priorities have led to the following decisions:

- Students are directed not to return to campus after spring break. This includes student athletes. Students currently in the residence halls are directed to leave campus. [Students can request an exception here.](#)
- Online Term 2 courses and continuing online 15-week courses will continue as scheduled through the end of the term/semester.
- Class meetings scheduled between March 12 to 15 can occur as scheduled. Please be intentional about hygiene and maintain social distancing (stay at least arm's length away from others).
- From Monday, March 16 to Wednesday, March 18, all face-to-face NDNU classes are suspended (no class meetings for undergraduate, graduate, intensive programs) to allow faculty to prepare to deliver instruction remotely or online. Information on workshops and resources to support faculty in this transition will be shared separately.
- From Thursday, March 19 through Sunday, April 5, all NDNU classes will be conducted remotely or online. This may be extended if necessary. This applies to all campuses/locations: Belmont, Tracy, Mission College, and Cañada College. Please note this is a temporary measure to maintain course continuity during this time of public health concern.
- All sporting events are cancelled until further notice (softball, track & field, and golf).
- Campus programming events through April 5 have been cancelled, including the spring formal scheduled for March 27. We hope to offer the Mozilla cofounder Mitchell Baker event on March 23 via an online forum.
- Campus offices will remain open. Meetings can continue in person with common sense precautions or conducted virtually, depending on the comfort level of participants.

LOOK FOR FURTHER COMMUNICATION AND UPDATES AS THE SITUATION DEVELOPS.

There are a few situations where individuals or very small classes may need to meet in person. Student teaching, student teacher supervision, practicum placements, and internships may all continue at the direction of the host or partner organization. Independent or small group studies may also meet. These meetings must occur at the regular campus locations (Belmont, Tracy, etc.); note that faculty should not meet with students off campus (e.g., at a coffee shop) to keep class going during this temporary shift in instruction.

Faculty must obtain permission from their dean to continue teaching face-to-face, but students cannot be required to meet face-to-face. All participants should be able to participate in a way that is comfortable for them (face-to-face or remote). In each case of approval, the dean will ask for clarification about how the course design or meeting can be modified to reduce transmission risk.

At this time NDNU offices remain open and staff and administration are still coming to campus to work. During this challenging time, NDNU employees need to serve our students with the care they have always shown. Employees who are ill for any reason should not come to work and use sick time. Employees with questions or extenuating circumstances should contact their managers.

We understand that these decisions bring a new set of challenges for faculty, staff, and students. However, proceeding with an abundance of caution seems best, and we ask for everyone's patience and collaboration as we do the hard work to maintain instructional continuity for students and continue the regular work of the semester that needs to be done.

NDNU staff and administration will continue to monitor the recommendations from local health officials. Regular updates and additional detailed information will be provided to the community via email and this NDNU webpage.

[Sign up to receive NDNU emergency text alerts here.](#)

Greg White, Vice President for Academic Affairs