

To my FSCJ Family,

I must say that this has been the hardest event I have had to manage during my career in higher education. As the situation surrounding the impacts of COVID-19 continues to develop, it is important that I share an update with you about our continued move to online learning for the remainder of the Spring Term. I apologize for the lengthy email below, but please take the time to review this important information.

Yesterday, not long after the Mayor executed his Safer at Home Order, the Governor executed a Safer at Home Order for the entire state. I have spoken with both our local and state authorities and have been informed that state colleges are deemed essential for the purpose of both orders. However, in an abundance of caution and in order to best meet the needs of the health and wellbeing of our students, faculty and staff, while balancing the need to get each of our students to the finish line for the Spring Term, it has been determined to close the open labs in our libraries that have been available at Downtown and South campuses to serve students without other means of accessing the internet. We will work students who have used the Library for this purpose to find alternate ways of meeting their needs. The closure of those locations is effective today at 5 p.m. [All other Library services, including tutoring](#), will remain available through online and telephone connections. Hopefully by now, you have been able to retrieve any items that you might need for your work at home and you are settling in to working remotely.

The effect of these Executive Orders for our applied programs with required hands-on learning objectives will vary by course. Where occupancy and social distancing guidelines can be followed, these programs are able to move forward with limited onsite activity. For courses that are not able to meet all learning objectives by the end of the term, instructors will have the option of assigning an "incomplete" course grade to reflect whatever hands-on work could not be completed. Program faculty would then work with students to complete these objectives once we are able to resume on-site activity. Students in these courses will be advised to consult with their course instructors or program administrators for information specific to their situation. Receiving and resolving an incomplete grade would not impact them financially or academically, but it does mean they would need to complete the course of instruction during the summer or fall session where they left off in their instruction. Academic administrators will work with individual instructors and students to provide additional timelines and instructions for completion.

As a reminder, students also continue to have the ability to request a *Waiver to Repeat or Refund and Disenrollment*.

As our faculty members have likely seen, we have moved forward with fully implementing SmarterProctoring with a go-live date for Friday. Additional information and guidance was sent to all faculty last night and it can be found on our website at <https://www.fscj.edu/covid-19/covid-faculty-staff>.

We are continuing to review the options and modalities for our summer term. Please keep in mind, FSCJ will be offering courses this summer! We will be providing an update about our Summer Term on Monday, April 6, 2020.

I have every confidence the entire FSCJ family, students, faculty and staff will persevere. In addition, I have already seen where this crisis has made FSCJ a stronger institution. Across the College, I have witnessed incredible work and innovative solutions by faculty and staff to meet the needs of our students, and to serve our community. We have come together to the aid of our FSCJ family members, as well as, supporting the needs of our community through contributions such as medical supplies to our local hospitals. Your understanding and flexibility has also been welcomed. I cannot stress enough that the collaboration and work by each of you is impacting so many, and I am confident that when we reach the other side of our new normal, each of us will come back to FSCJ stronger and with a greater sense of unity and purpose. Stay vigilant... stay healthy.... And stay focused!

Please take a look at the below message from me. Your FSCJ family is standing by to support you any way that we can.



Dr. A.