

To: Academic Division

From: Melanie Spence-Ariemma, Provost and Vice-President, Academic

Date: March 16, 2020

**Subject: Available Resources and Course Planning**

Dear Colleagues:

Sheridan is committed to maintaining the integrity of all academic programs through our program and course learning outcomes.

Given the prominence of hands-on learning, we recognize that it will not be possible to move to a full online mode of course delivery. However, every faculty member should have a plan for how to complete course(s) if people are unable to come together in person.

**Assessment and Evaluations**

Faculty members must provide students with a modified due date for evaluations that were due between March 16 and March 20. While students may still submit evaluations between March 16 and March 20, late penalties may not be applied.

Students have the right to expect transparency in how a grade is calculated, and any deviation from the published assessment and evaluation plan can establish a basis for an academic appeal. *Sheridan's Student Assessment and Evaluation Procedure* under 4.2.11 allows for changes to the published assessment and evaluation plan on the course outline under exceptional circumstances as supported by an academic administrator. Any change in the assessment and evaluation plan as deemed necessary by a faculty member must be communicated to learners and should be done in writing using your course on the Learning Management System (SLATE).

**Medical Notes from Students**

**Given the increased demands on our health system, the need for students to provide medical (sick) notes is immediately suspended.** Students who are ill are asked to stay home and self-isolate according to public health requirements.

Where possible and appropriate, please be flexible and exercise your best judgment and compassion in considering extended due dates, electronic submission of assignments and alternative modes of assessment and evaluation to replace such assessment components as group work, in-class activities and tests/exams for students who are ill, in quarantine, or otherwise affected by extenuating circumstances due to the current global circumstances.

*Sheridan's Teaching and Learning Technology Procedure* sets out the minimum required components of a course on our learning management system. Please review

your individual course sites to ensure students are well supported as this situation continues to develop.

### **Resources**

*Sheridan's Centre for Teaching and Learning (CTL)* has extensive SLATE self-service supports and tools for faculty, including recently curated resources for deploying into an online environment. Visit <https://ltsa.sheridancollege.ca/learning-technology-portal/> for additional information.

Faculty members requiring assistance can contact [slatehelp@sheridancollege.ca](mailto:slatehelp@sheridancollege.ca)

*Sheridan's Library and Learning Services Digital Learning Supports* include resources such as live chat, learning and study skills guides, virtual tutoring sessions, and information related to earning in an online environment. Visit <https://www.sheridancollege.ca/life-at-sheridan/student-services/library-services>

Please contact your Dean/Associate Dean or Executive Director/Associate Director if you have questions.

I want to thank you for your ongoing patience, compassion and professionalism as we collectively work through this global health concern. We appreciate the efforts of all members of the Sheridan community as we work together to maintain a healthy environment on our campuses.

Melanie

**Melanie Spence-Ariemma, Ph.D.**  
Provost and Vice-President, Academic

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