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**From:** Office of the Provost  
**Sent:** Monday, December 21, 2020 1:02 PM  
**To:** FAC-AA-RESPONSE-L@LISTSERV.JMU.EDU  
**Subject:** Provost Update on Spring Semester

Dear Colleagues,

You recently received an email with updates to the spring semester. I'm writing with more details specific to academics.

### **Spring Semester Calendar**

The university will open as scheduled on Jan. 4. Administrative offices, from the Libraries to the University Business Office, will be operating with appropriate safety measures in place.

All classes will start virtually on Jan. 19 and be offered online through Jan. 29. Beginning Feb. 1, all courses will be offered according to the delivery method shown in MyMadison as of today, Dec. 21.

#### **Important Dates**

Jan. 4: Campus administrative offices open

Jan 19: Classes begin online

Jan. 19: University services, such as dining and UREC open

Jan. 29: Add/Drop deadline for semester and first block classes

Feb. 1: Classes originally scheduled as in person or hybrid move to this form of delivery

### **Class Mode of Delivery**

As stated, all classes will start virtually on Jan. 19, and they will be offered online through Jan. 29. Beginning Feb. 1, all courses will be offered according to the delivery method shown in MyMadison as of December 21. Changes to the delivery mode after this date will be made only in extenuating circumstances related to health conditions and with the prior approval of your AUH and college dean.

### **Inclement Weather and Spring 2021 Classes**

Here are some things to keep in mind in case inclement weather makes it necessary to close JMU administrative offices and cancel in-person classes in the Spring 2021 semester.

- The current inclement weather policy, available at <https://www.jmu.edu/JMUpolicy/policies/1309.shtml>, notes that faculty have several options for making up missed instructional time:
- Hold class at the regularly scheduled time on the official university make-up day.
- Hold class at a time acceptable to all class members other than the regularly scheduled time or the official make-up day. Time and location will be arranged by the academic unit.
- Accommodate the missed instructional time within remaining class meeting time.
- Hold class through electronic means.

For courses meeting in person, faculty should communicate as soon as possible with students about plans to make up missed instructional time in the event that inclement weather closes JMU administrative offices and cancels in-person classes.

For courses meeting online or hybrid, it is possible that many faculty will decide to continue to meet as scheduled through electronic means even if JMU administrative offices are closed and in-person courses are cancelled due to inclement weather. Faculty should communicate with students as soon as possible about class meetings in the case of inclement weather.

Academic Affairs requires syllabi to include reference to the Inclement Weather policy noted above.

See <https://www.jmu.edu/syllabus/index.shtml>. Where appropriate, syllabi for online/hybrid courses should provide general plans for class meetings in case of inclement weather.

### **Communication and Updates**

If there are changes to our plans for the spring semester, they will be announced no later than Jan. 15 in order for you to make plans.

Refer to the Academic Affairs [COVID-19 Faculty FAQs](#) and the [University Communication Archives](#) for more details.

Congratulations on a successful semester. I wish you all a relaxing and rejuvenating break.

Sincerely,

Heather Coltman

Heather J. Coltman, D.M.A.

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She/Her/Hers

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