



Wednesday, March 18, 2020

To the Students, Faculty, and Staff of Chattahoochee Tech,

Please know that your health and safety at Chattahoochee Tech are paramount, and I'm writing today to update you on the College's plan for classes and operations going forward – to the extent we know it today.

Wednesday, March 18 — Sunday, April 5: Campuses closed. Instruction is online only. Faculty and students should be in contact online. No students, guests, or events on campuses.

Faculty and staff will be teleworking as possible or on administrative leave, and be in touch with supervisor. Faculty or staff may visit campus if needed (thru VP team and then security).

Monday, April 6 — Sunday, April 12: Spring Break. Campuses closed to students, guests, or events. Instruction remains online only but there are no graded assignments this week.

Faculty and staff will be teleworking as possible, on administrative or other leave, or reporting to campus on a basis to be determined.

Monday, April 13 — Saturday, May 9: Campuses are open on a regular or modified schedule to be determined. **Instruction in nearly all courses remains online** and, for an estimated 90% of students, can be completed for the semester online. There are some courses, however, which have components requiring a face-to-face lab for instruction as well as to assess learning outcomes and complete coursework. With safety-first measures paramount, faculty will work with students to offer specially scheduled lab times. **Completion of course work by May 9th is necessary to ensure a grade for the semester, and this deadline is especially important for Dual Enrollment students who may need completed coursework and a grade for high school graduation.**

Sunday, May 10 — Friday, May 22: While every effort should be made to complete by May 9th, in some circumstances the faculty may need additional time to work with students, especially to complete the lab requirements of a course, if any. The instructor will communicate the end date to their students.

I thank you for being a CTC student, faculty, or staff, and I appreciate your patience as we seek to be safe, and also as flexible as possible while finding a path forward.

Sincerely,

Ron Newcomb, Ed.D.
President

Marietta Campus

980 South Cobb Drive | Marietta, Georgia 30060
p. 770.528.4545

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