



Friday, March 27, 2020

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

Please know that, as always, while your health and safety at CTC are our first concern, I'm writing today to update you on the College's plan for instruction and operations going forward (as we see it today).

Through Sunday, April 5: Campuses closed to students, guests, and events. Instruction is online only. Faculty should be in contact with their students online.

Faculty and staff will be teleworking, on administrative or other 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, and events. Instruction remains online only, but there are no graded assignments this week.

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

Monday, April 13 — Sunday, April 26: Campuses closed to students, guests, and events. Instruction is online only. Faculty should be in contact with their students online.

Faculty and staff will be teleworking, on administrative or other leave, and be in touch with supervisor. Faculty or staff may visit campus if needed (thru VP team and then security), and some transition towards a partial re-staffing on campus will be evaluated.

Note: For many of our students, the semester will be completed online as originally scheduled or in those lecture-based classes that have since moved online. There are some courses, however, which have components requiring a face-to-face lab for instruction and grading.

In these instances, faculty will advise students as to a revised plan to accomplish as much as possible online; to consider by-invitation opportunities to attend labs when health and safety considerations are more certain; and to work with students to evaluate whether an Incomplete will be necessary. Please know that we plan to give the time necessary to complete work in all instances where an Incomplete proves necessary.

Completion by May 9th remains the goal whenever possible, including Dual Enrollment students who may need completed coursework and a grade for high school graduation. College and local high school officials are in touch to help address the concerns of our dual enrollees.

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. This and other information are available on the [CTC website](#).

Sincerely,

Ron Newcomb, Ed.D.
President

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