



Office of
Academic Affairs

FAQ FOR COVID-19 ACADEMIC CONTINUITY PLAN

ACADEMIC CONTINUITY PLAN AND GUIDELINES

- **What are the principles guiding the Academic Continuity Plan?**
 - The two main principles guiding the LSU Academic Continuity Plan are maintaining the health and wellness of the campus community and ensuring the continuity of academic programming.
- **What current guidelines is the institution following?**
 - LSU is currently following the CDC guidelines.
 - Wash hands frequently
 - Cough into elbow
 - Travel: see the official LSU Coronavirus webpage to find official updates.
- **Is there a plan to continue instructional activities so we can complete the semester?**
 - Yes. The plan for the short-term is to move to a low-tech online and remote instructional environment to complete the semester. The timeline on this is short, and effective tools and techniques can be implemented for most disciplines.

FACULTY RESOURCES FOR MOVING TO ONLINE INSTRUCTION

- **Are there resources available to support moving to remote and online instruction quickly?**
 - Yes. A [resource page](#) for faculty has been established. Most, if not all, of the information and tools that LSU has at its disposal to conduct online courses are available here. In addition, real-time faculty support via a “help desk” model will be available M-F 7am-9pm and on the weekends from 8am-8pm. Contact information is on the resource page.
- **Do you have recommendations for transitioning content and activities in this circumstance?**
 - Yes. In recognition that not all faculty have access to sophisticated video or computing resources, we are recommending the “lowest tech” option for remote instruction, particularly in terms of the use of video content. For example, instead of recording a voiceover for a PowerPoint and then close captioning it, we would recommend posting the PPT and lecture notes for this temporary remote conversion. This “lowest tech” emphasis will ensure that students with lower bandwidth or less sophisticated computers will still be able to access information and engage with it, while also ensuring there are no accessibility concerns. This is largely an asynchronous approach – when instructors do not need to be online during their course time – and when carried out appropriately, it is an effective and acceptable mode of instruction. More information can be found on the [faculty resource page](#).
- **Would I teach my students online on the usual class time and day?**
 - Yes, you can do that – it is called synchronous instruction. The university uses a platform called Zoom, which allows video and/or audio conferencing for up to 300 participants at once. We also have special licenses for those courses that have more than 300 students.



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Information is available on the faculty resource page <https://online.lsu.edu/online-contingency-plan/>.

- **By moving to online teaching, I may need proctoring for exams or other assessments. What do I do?**
 - On the resource page, you will find that we have an institutional subscription to ProctorU, a proctoring service. There is a cost for students to use this service. We are trying very hard to limit the unanticipated costs incurred to students, and so guidelines for the use of ProctorU are in development. This is an unusual and unanticipated situation and faculty should exercise some leeway in how they assess student performance and mastery of the material. This may involve utilizing some practices that you would not normally institute, but may still be pedagogically and academically sound. The faculty are best positioned to discern what these practices are for their own disciplines. We must emphasize though that instructional faculty will have to be creative and will likely have to do some things differently than they originally planned in order to complete the semester. We do not anticipate classes will be cancelled, and intend to complete the spring semester. Learn more about [Online Proctoring](#).

- **Are there requirements for instructor interaction in online courses?**
 - Yes. Courses delivered online must meet what is known as “Regular and Substantive Interaction (RSI).” This is typically defined as interactions by qualified instructors that are centered around the academic content of the course, both (1) initiated by the instructor, and (2) engaged in on a regular basis.

 - Examples of RSI include the use of weekly discussion forums, responding to student emails, providing feedback on assignments and assessments, engaging in synchronous lectures, conversations or office hours, and doing so on at least a weekly basis. See the [faculty resource page](#) for more information.

- **When I move to online instruction, I may need to change some of the specifications on my syllabus. Is this allowed?**
 - Given the current situation, faculty are allowed to make changes to their syllabi. Changes should be justifiable and relative to pedagogical necessity to change to an online instructional environment.

- **Do you have a recommended or required date for course materials to be transitioned online?**
 - Yes. LSU is expecting instructional faculty to be prepared to fully transition to remote teaching by the start of classes on Monday, March 30, 2020. To the extent feasible, we recommend piloting or “test runs” prior to this date so that faculty can troubleshoot issues, if necessary.



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- **Can a faculty member go online before official LSU instruction to do so?**
 - Faculty members should be prepared to make their courses online or move to remote instruction as soon as possible. If they seek to change modalities before official instructions to do so, they should get permission from their department chair.
- **If a class has not been certified to be offered online, will the course/credit still count?**
 - Yes. In this situation, a course that has not been certified can be offered through remote instruction.
- **What do faculty do if they get ill and are not able to teach?**
 - The faculty member or an immediate family member should contact the academic department chair immediately.

STUDENT RESOURCES FOR MOVING TO ONLINE INSTRUCTION:

- **Can students who have learning support needs due to documented disabilities get appropriate accommodations in the remote learning environment?**
 - Yes. Students who are registered with the Office of Disability Services should stay in close contact with their office liaison to ensure continuity through the end of the semester. Students, who have not registered with the Office of Disability Services but anticipate they will need to do so in order to successfully complete the semester, should do so immediately. For more information, see the [Office of Disability Services website](#). Students can request accommodations up until the time of an exam.
- **Are traditional student support services still available to students through the Center for Academic Success and other mechanisms?**
 - Yes. Traditional student support services are still available through the Center for Academic Success. See the [Learner Support website](#).
- **What if a student does not have access to remote access to instructional materials?**
 - Students, who do not have remote access to instructional materials, will need to notify their professor immediately. There will be on-campus accommodations for the students such as computer labs and the testing center.
- **What if a student becomes ill and cannot complete academic coursework for a period of time?**
 - University Policy Statement 22 provides for missed coursework and making up coursework due to legitimate personal illness. This policy statement will be adhered to.
- **What should students do about thesis and dissertation defenses?**
 - Graduate and undergraduate students who have thesis or dissertation defenses scheduled for this semester should coordinate directly with their chair in order to determine how the



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defense will take place.

- **If face-to-face classes are not being held, and a student needs to speak to an advisor, how will that be accomplished?**
 - Students will be able to seek advisor assistance through Zoom, email, and by phone, depending on what unit provides advising support for them. Students can use the Navigate app to schedule their appointment time. The Office of the University Registrar has already communicated with relevant student advising offices about online forms, how to handle signatures, and related matters.

MISCELLANEOUS QUESTIONS

- **Have any changes been made to the academic calendar?**
 - No. There have not been any changes to the academic calendar at this time.
- **Have there been any changes to the grade submission process?**
 - No. There have not been any changes to the grade submission process at this time.