

MEMO – March 12, 2020

Dear Students, Faculty, and Staff:

We write today to communicate additional changes to Concordia University Chicago's COVID-19 response. Please note that the procedures outlined below supersede the plan communicated in Dr. Zillman's email dated Wednesday, March 11.

These changes are the result of a rapidly evolving situation as well as the University's focus on following best practices to help reduce exposure to the virus. Please note that at this time, there have been no confirmed cases of COVID-19 among our faculty, staff, or students.

The new policies were carefully crafted to safeguard the entire CUC community, and are based on the most current guidance from government agencies, including the Illinois Department of Public Health and the Centers for Disease Control. Furthermore, these policies are consistent with recommendations to support social distancing through the prevention of gatherings of people in enclosed spaces, such as classrooms, dining facilities, and residence halls.

#### **Coursework and Campus Operations**

- Undergraduate Spring Break will be extended through Sunday, March 22.
- **The campus will remain open and fully operational** as we continue to provide support to our students and all members of the CUC community. This includes the operation of the Early Childhood Education Center.

#### **Traditional Undergraduate Students**

- Undergraduate courses (face-to-face and on-line) will not meet during the extended Spring Break week: March 16-20.
- **All undergraduate courses that meet face-to-face (including hybrid courses) will move to an e-learning format from March 23 through April 13.** A decision regarding course delivery methods beyond that date will be forthcoming. Individual faculty members will inform students of the specific e-learning technologies to be employed.

#### **ADP**

- All ADP courses are already in an e-learning format and will continue without interruption.

#### **Graduate Students**

- **All graduate courses that meet face-to-face (including hybrid courses) will move to an e-learning format starting March 16, through the end of the current term.** This includes courses taught at off-campus cohort and extension sites.
- Graduate courses that currently meet online will continue without interruption.

#### **Internships/Practica/Student Teaching/Field Work**

- Participants should follow protocols of the partner sites.

## **University Events, Athletics, and Extracurriculars**

- **All University events and activities scheduled through March 22 are postponed.** A decision regarding events beyond that date will be forthcoming.
- Students participating in university-sponsored travel during spring break, including those on athletic teams and in music ensembles, are encouraged to return home at the end of their travel, rather than remaining at the campus.
- A decision regarding Spring Commencement on May 9 will be forthcoming.

## **Residence Halls and Foodservice**

- Residence halls will remain open to those who are approved by the Office of the Dean of Students for extenuating circumstances, such as campus employment, international students, and those who cannot return home or have no other options.
- Foodservice will be provided to students who remain on campus.
- Any necessary refunds for residential students will be calculated on a pro-rated basis, adjusted for financial aid if appropriate. Please be patient as this will take some time.

## **Employees**

- Faculty are strongly encouraged to use the extra week to further prepare for a move to a full e-learning environment. As previously mentioned, technical support will be available to aid this process.
- Faculty may teach in the e-learning environment either from on-campus offices or from external locations.
- Staff are expected to report to work as usual and to follow previously communicated health protocols.
- Student workers who wish to continue working on-campus jobs should contact their respective supervisors.

## **Travel**

- All individuals are now required to report all international AND domestic travel, whether it is University-sponsored or for personal reasons. Please report via [CUC's Travel Self-Reporting Form](#).
- All University-sponsored international travel is cancelled through May 31.
- University-sponsored, non-essential domestic travel is cancelled through April 13.
- University-sponsored, essential travel must be pre-approved by the Risk and Travel Management Coordinator.

We recognize the many challenges these actions create for our students, faculty, and staff. These decisions were not made lightly, but we believe they are the best choices for protecting and supporting the health and well-being of all members of the University community, as well as the public at large.

The University's Emergency Response team and full administration will continue to monitor the outbreak and continue to update you regularly via email and other electronic media, including our dedicated [COVID-19 webpage](#).

In the coming days, the University will communicate an extended academic and business continuity plan, with the goal of supporting students as they complete their Spring Semester academic studies in full.

We sincerely appreciate your understanding, flexibility, and strength as developments continue. We continue to address this challenge as a community, and with God's grace we will persevere.

"The Lord is at hand; do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus." Phil. 4:5b-7

Grace to you,

*Dr Dawn*

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