



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*Peter Hans, President*

March 18, 2020

### Memorandum

To: Presidents

From: Peter Hans, President  
Kimberly Gold, Senior Vice President/Chief Academic Officer

Subject: College Guidance for Instructional Response to COVID-19

In response to the COVID-19 crisis, the following guidance is provided by the System Office.

Recognizing that most colleges have completed a transition of courses to online delivery, the System Office is recommending a suspension of all face-to-face instruction by **Monday, March 23.**

To accommodate the critical need for public safety and public health services in response to this crisis, the following exceptions are allowed:

1. Law enforcement training, fire training, emergency medical and rescue training, nursing (RN, LPN, CNA), or other training specifically requested by public safety and public health response agencies, including the military. This also includes health care clinicals related to the above (either at a clinical site, if permitted by the site, or through simulation). If face-to-face instruction is offered, the following conditions must be met:
  - students and faculty follow appropriate social distancing and safety measures
  - students are willing to participate and not penalized if they opt to delay instruction
  - students are provided appropriate personal protective equipment, if applicable
2. Other training needed for the State's emergency response, as requested by State or Federal authorities.

Suspended face-to-face courses include instructional labs, work-based learning, and technical courses unable to be delivered online. While registered apprenticeships are a form of work-based learning, registered apprentices are full-time employees and should follow the protocol of the sponsoring companies.

Student services such as computer labs and libraries may remain open at college discretion to support students who lack necessary technological resources, using appropriate social distancing and sanitizing of space and equipment.

For students who are unable to continue course work online, colleges should consider the following options:

- Withdrawal and application of tuition to a future term.
- Assignment of an incomplete grade if it is possible for the student to complete the work later. Incomplete policies should be reviewed to allow incomplete grades to be completed in an extended time frame.
- Administration of challenge exams as a means of evaluating student learning and the mastery of learning objectives.

**CC20-021**  
**Email**