

Policy: Temporary Virtual Learning Request Policy	Policy Number:
Policy Owner(s):	Original Date:
Last Revised Date:	Approved Date:

- I. **POLICY:** This policy outlines the John Carroll University (“JCU” or “University”) process for students to request to temporarily take their classes virtually if they are experiencing a crisis situation that prevents them from attending in person for a limited period of time. Verification of requests will be handled by Academic Success, and faculty will make final determinations regarding if students may take their class virtually for a limited period of time.

- II. **PURPOSE:** The purpose of this policy is to allow students experiencing crisis situations to continue their education when possible. *Cura personalis* requires our community to care for the whole person. This means that JCU will strive to support students and their educational journey when external circumstances make attending class prohibitive.

- III. **SCOPE:** This policy applies to all John Carroll University students taking classes during the academic year. This policy is not applicable during the Summer semester.

- IV. **DEFINITIONS:**
 - A. Crisis Situation
 - 1. A crisis situation refers to extenuating circumstances, outside of COVID-19 or disability related concerns, that are impacting a student's ability to attend class and require additional care and support to be extended to the student. Examples of possible crisis situations include but are not limited to:
 - a) Becoming a caregiver to a family member;
 - b) Loss of an immediate family member;
 - c) Serious illness of an immediate family member; and
 - d) Threats to the student’s physical safety.

Crisis situations must be of a similar magnitude and impact of the example situations listed above.

2. Academic Success will make determinations on a case-by case basis of what qualifies as a crisis situation using methods that align with their existing academic notification policies. Faculty will make final determinations regarding if their class can be done virtually for a limited period of time.

B. CARE Team

The CARE Team is a group of various campus stakeholders that meets bi-weekly to discuss student concerns and coordinate support. The primary purpose of the CARE team is to provide holistic support and connections to resources to students experiencing significant concerns without overwhelming them with outreach.

V. **REQUEST PROCESS:**

- A. Students may request to take their class virtually for no more than two calendar weeks of the term where class is in session using the [Virtual Class Request Form](#). Fewer days may be approved if the student making the request is enrolled in any class that is not a full academic term course. Additionally, requests made to virtually attend finals week will not be approved. Students must outline the reason for their request and attach any relevant documentation. If a student requests more than two calendar weeks of virtual instruction, they will be asked to consider a leave of absence or withdrawal.
- B. Students should not use this process if they are requesting virtual instruction due to a disability or due to circumstances related to COVID-19.
 1. If a student is unable to attend classes in person due to a documented disability, reasonable accommodations can be requested through Student Accessibility Services (SAS). Students eligible for remote participation are approved on a semester basis. Requests may be submitted to sas@jcu.edu. Please see additional information at [Student Accessibility Services at JCU](#).
 2. If a student is requesting to take classes virtually due to concerns related to COVID-19, they may make a request using the [COVID-19 Class Attendance Modification Policy form](#). Remote participation for the entire semester can be sought as a modification for students with conditions, [as defined by the CDC](#), who have a high risk for severe illness as a result of COVID-19.

- C. Students must either submit documentation of their request or meet with the Director of Community Standards and Student Wellbeing. Falsifying information during the request process is a violation of the expectations outlined in the [Community Standards Manual](#), and students found to be falsifying information will be subject to the conduct process.
- D. The request will be reviewed by Academic Success and a determination will be made in no more than five (5) business days.
- E. Academic Success will consider the following factors when determining if a student is eligible to request to take their classes virtually for a limited period of time:
 - 1. The severity of the circumstances leading to the request;
 - 2. Student's previous academic performance;
 - 3. Benefits of taking a leave of absence or withdrawing for the semester instead;
 - 4. Likelihood of the student's current classes to accommodate a request to modify instruction; and
 - 5. Ability of the student to participate fully in the class, including examinations.
- F. Academic Success will communicate the decision to the student and reach out to the student's professors to request virtual instruction. Some classes will not accommodate virtual instruction including, but not limited to, labs. If a class will not accommodate virtual instruction, Academic Success will determine if an excused absence is appropriate instead.
- G. If Academic Success recommends a modification based on the information presented, then the faculty member teaching the course will determine whether the recommendation is appropriate for that course. Academic Success will communicate the faculty member's decision to the student.
- H. Decisions made by faculty or Academic Success are final and not subject to further appeal.
- I. Students participating virtually are responsible for their own academic performance. Additionally, there will be no adjustments to tuition or room and board when requests are granted.

VI. OTHER RESOURCES: Students struggling with crisis situations may find additional support by using the following resources:

Dean of Students Office – (216) 397-3010

University Counseling Center – (216) 397-4283

Student Accessibility Services – (216) 397-4967

Financial Services – (216) 397-4248

Graduate School – (216) 397-4284

VII. CROSS REFERENCES:

[COVID-19 Class Attendance Modification Policy](#)