Lackawanna College Academic Reopening Plan
July 2020

Foundational Principles:
Given the current state of the global COVID-19 pandemic, Lackawanna College's Academic Reopening Plan for Fall 2020 is guided by the following foundational principles:
- Protecting the safety and health of our students, faculty, and staff;
- Supporting the highest degree of academic quality and educational experience;
- Providing opportunities for meaningful, safe student engagement;
- Being adaptable and anticipating the possibility that conditions may change with little notice

Elements of the Plan
- Online classes will be available for any student who does not wish to attend in-person classes. Online classes will continue to run in 7.5 week subterms as scheduled and planned. Any student at any location who knows that they do not wish to attend in-person classes should contact Student Success to schedule online classes prior to the beginning of the semester. Please note that the decision to avoid in-person classes may delay a student's graduation or degree progression depending upon the student's major and schedule.
- Hybrid classes will run as currently scheduled.
- With few exceptions noted below, 15 week, traditionally on-ground classes will meet in person ONCE per week. Your Course Schedule will list the meeting time for each of your courses.
  - Classes that were scheduled to meet 3x per week - will meet for one hour per week, on one of the scheduled days, with the remainder of the coursework completed remotely via Canvas
  - Classes that were scheduled to meet 2x per week – will meet for 1.5 hours per week, on one of the scheduled days, with the remainder of the coursework completed remotely via Canvas
  - Classes that were scheduled to meet 1x per week (evening classes) – will meet as scheduled for 3 hours per week with Canvas highly suggested as a supplement
  - There are a minimal number of classes for which hands-on instruction is essential to meet course objectives (eg culinary, health sciences). Those classes will meet as published according to the Program.
  - Science Labs are an exception to this plan. Given the infeasibility of social distancing in our science lab classrooms, classes with science labs will be held remotely using virtual lab activities.
  - Each satellite center will publish its own course schedule based on classroom availability and specific program needs.
- After Thanksgiving Break, all instruction, including Final Exams, will occur remotely. Please note that the semester will not end early. The Academic Calendar will be followed with the last two weeks of class occurring via Canvas.

Access to Technology - The College recognizes that access to reliable, appropriate technology is required for this plan's implementation. The following resources are available for students lacking access to a reliable device:

Computer Labs – In Scranton, at least three computer labs in Angeli and one in Seeley will be available for student use on a first-come, first-serve basis. Each Center will also have at least one computer lab available during the Center's hours of operation. Computer labs at all locations will follow social distancing guidelines.

Computer Reimbursement Program - The College will reimburse eligible students up to $375 for the purchase of a computer. Funds for this program are limited and will be awarded on a first-come, first-serve basis. Reimbursement will be made upon proof of purchase and paid after the second week of class to ensure attendance at Lackawanna College.

Laptop Loaner Program – For students with demonstrated need, Lackawanna College will have a number of laptop computers available to loan out for use during the academic year. Students will be expected to maintain the computer in good working order and return the laptop at the end of the academic year. Failure to do so will result in the student being charged an amount up to the cost of the laptop.

Applications for both reimbursement and loaner programs will be available by August 1 at https://www.lackawanna.edu/coronavirus-information/.

Financial Aid – If eligible, students may use their financial aid to purchase a laptop through the College Bookstore, eCampus.

Student Support Services
The College remains committed to providing excellent student support services to all students. In fact, we recognize that support services are more critical now than ever. Student-serving offices will be available to assist you remotely and through in-person scheduled appointments once the semester begins. Tutoring will be available remotely.

Please pay attention to information from Student Success and Student Engagement so you can be sure to maximize your opportunities for support.

Important Facts to Know as You Plan for Fall 2020:

- **Attendance -** All individuals are directed to stay at home if exhibiting any signs or symptoms of illness. To that end, students will not be penalized for missing an in-person class meeting, nor will be they be dropped from a course for lack of attendance.
- **Document Exchange Policy -** No documents will be exchanged during in-person class meetings. All assignments will be submitted and returned via Canvas, and all handouts will be uploaded for student retrieval.
- **Social Distancing Guidelines -** CDC and/or Commonwealth of PA guidelines for social distancing will be followed in the configuration of classrooms and determination of classroom capacity.
- **Masks -** All individuals are required to wear masks in any common area of Lackawanna College, including classrooms. Student masks are a requirement under the Student Code of Conduct. Students who cannot wear masks for medical reasons are referred to the Dean of Student Success (Denise Larson), and students who cannot wear masks for disability-related reasons are directed to Disability Services (Chris Kiehart). Alternate arrangements will be made to preserve the safety of all parties on a case-by-case basis.

The College administration will continue to monitor the situation regarding the spread of COVID-19, and this plan is subject to change should conditions in the Commonwealth improve or deteriorate.

Please see the College's full Reopening Plan and all COVID-19 related information at https://www.lackawanna.edu/coronavirus-information/.