



EMORY
COLLEGE
OF ARTS AND
SCIENCES

Makeup Class Policy Due to Campus Closures

This policy provides various make-up options open to faculty in the event of cancelled classes because of University closures. This policy has received formal approval from the College Curriculum, Assessment and Educational Policy Committee and assent from the Faculty Senate.

In the event of a University closure, faculty have discretion to choose the best mechanism to deliver content in an alternative format. It is expected that all faculty who choose to teach online will undergo Emory College Online Teaching Strategies (ECOTS) training.

Plan A: Short-term Closures

For short term closures (defined as one or two days), faculty are encouraged to consider the use of online technologies or to make changes to the course syllabus to cover the appropriate content during regular class sessions upon return from closure.

Options:

- *Reorganize material and/or pace of instruction to make up for lost class time.*
- *Consider an independent assignment, reading, or activity relevant to the class that can be completed independently.*
- *Meet virtually during the closure using Zoom; record class sessions for independent viewing.*
- *Record asynchronous lectures or course material in place of an in-person class.*

Plan B: Longer Closures

For longer closures (defined as three or more days), faculty will continue to have access to online technologies but reworking the course syllabus may not be a viable option. To assist, the College has reserved a makeup weekend to allow for additional virtual class sessions or for in-person class meetings such as performance or lab classes that may need to meet in person.

Options:

- *Meet virtually during the closure via zoom; record class sessions for independent viewing.*
- *Record asynchronous lectures or course material in place of an in-person class.*
- *If the class needs to be held in-person, work with the Registrar's Office to reserve the appropriate space during the scheduled makeup weekend. List the makeup weekend dates on your syllabus so students are aware that this time may be needed later in the semester. Instructors who schedule a class session on the makeup weekend will need to accommodate students who are unable to attend due to a job, religious obligation, or other schedule conflict. Class notes or a class recording are suggested.*

Makeup weekends for 2021-22

- Fall 2021:
 - Saturday, November 6 & Sunday, November 7;
 - Saturday, November 13 & Sunday, November 14.
- Spring 2022:
 - Saturday, March 19 & Sunday, March 20;
 - Saturday, March 26 and Sunday, March 27.

Class meeting times on makeup weekends will match the regular class start and end time. Students and faculty will be notified of the meeting day.

Resources:

- *General questions about this policy, oue.facultysupport@emory.edu*
- *Remote teaching, <https://www.emory.edu/forward/resources/teaching-remotely.htm>*
- *Technology issues, Classroom Technology and AV Support, 404.727.6853 or Emory College Computing Support, 404.727.5757*
- *Classroom assignments, Office of the Registrar, 404.727.4342*