



TOUGALOO
1869
COLLEGE

DIVISION OF ACADEMIC AFFAIRS

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Reference Guide for Spring 2021 Return

Due to the COVID-19 pandemic, the Division of Academic Affairs joins the College in providing guidelines to sustain us for the Spring 2021 semester. These guidelines were developed to address the challenges and concerns of faculty and students related to the COVID-19 pandemic, and are to be used as a reference by all Tougaloo faculty, and academic administrators and staff.

Monitoring Faculty-Student Engagement and Progress

Faculty will monitor student attendance and engagement and maintain frequent interaction with students enrolled in your courses, no matter the method of instruction. Interaction includes email, phone, Canvas, Zoom, etc. If there is limited or no engagement from a student(s), faculty may contact Ms. Ravin Lovett in the Office of Retention Services at rlovett@tougaloo.edu or at (601) 977-4484.

Spring 2021 Return to Class

Spring semester classes will begin virtually, **Monday, January 11, 2021**. Face to Face and Hybrid Instruction will resume on **Monday, February 1, 2021**. To ensure that classes comply with social distancing guidelines based on the size of campus classroom spaces, courses with enrollment of 15 students or more will be required to meet virtually *or* be designated as fully online. Faculty will determine their course designation and options are found below:

Face to Face Instruction

In-person classes will be for courses with fewer than 15 students enrolled and based on ability to social distance in assigned classroom spaces. The instructor and students will meet in the designated meeting location at the designated time found in the Spring 2021 course schedule.

Hybrid Instruction

Hybrid courses will entail some in-person instruction and some remote instruction, with the instructor and students in the designated meeting location at the designated meeting time per the course master. Hybrid classes will be for courses with fewer than 15 students enrolled. Faculty will determine a schedule for in-person and remote instruction, and communicate this information in course syllabi.

Remote (Virtual) Instruction

Remote instruction, which uses technology and virtual platforms (e.g., Zoom, Microsoft Teams), is reserved for classes originally developed for in-person instruction. Courses assigned as remote (or virtual) will be synchronous and meet during the designated day/time found in the Spring 2021 course schedule. Faculty who have courses with an enrollment of 15 students or more may consider this option as a method of instructional delivery.

Online Instruction

Online instruction will be asynchronous to accommodate especially those students who opt not to physically return to campus for the Spring 2021 semester. Faculty who proceed with synchronous instruction are required to hold classes during the designated time per the course master, and are asked to accommodate students who are unable to participate during that designated time.

ADA Accommodations

Students with disabilities who qualify under the Americans with Disabilities Act (ADA) and require accommodations should be referred to Dr. Melissa McCoy, the ADA Compliance Officer, at (601) 977-7783, or mmccoy@tougaloo.edu. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health conditions.

Guidelines and Deadlines for Graduating Seniors

- Sr. Defenses/Presentations are primarily built into Senior Seminar courses and are to be scheduled by the senior paper advisor(s) or others in the department so information may be shared with students in a timely manner.
- **Community Service has been waived for the 2020-2021 academic year.**
- Senior Thesis Presentations will be held **April 15-17**, and Senior Papers must be submitted by the major advisor to the Writing Commission via Moodle beginning **Monday, April 12. An announcement will be sent when the portal opens.**

- Advisors will be responsible for sharing results of the Turnitin.com plagiarism report with their students to ensure students' papers have 20% or less before the final paper is submitted.
- The last date for electronic submission of final paper for clearance is **Tuesday, April 20**.
- Due to the circumstances, bound copies will not be accepted at this time.
- English Writing Proficiency Exam (EWPE)
 - Seniors who anticipate a May 2021 graduation should have taken and passed the EWPE or enrolled in ENG 300. For August or December 2021 graduates, the Spring EWPE will be administered **January 21** and **March 18** via Moodle.
- Nelson-Denny Reading Exam
 - The reading exam has been waived for graduating seniors for the 2020-2021 academic year.
- Sr. Final Exams
 - Senior final examinations will be administered **April 20-21**.
- Sr. Grades
 - Seniors' grades are due **Thursday, April 22**, by **3:00 p.m.** All grade entries will be done in The Loo.

Academic Advising

Advising is to be an ongoing process. Effective advising contributes to effective student retention, and ensures that students continue meeting all requirements for graduation.

Advising Week is scheduled for **March 29 through April 2, 2021**, and **Advising Day** is **Wednesday, March 31, 2021**. The Office of the Registrar will provide instructions to complete registration, and faculty advisors are asked to assist in sharing this information with students. Advisors must be intentional in advising practices during this time. **Please encourage students to begin selecting courses on March 29 and to complete registration.**

Library Services

The L. Zenobia Coleman Library is available via phone and email. Please call (601) 977-7706 or email at libraryservices@tougaloo.edu with any library reference questions you may have. Please allow one business day for a response.

Contact Us

The Office of Academic Affairs

Email: academicaffairs1@tougaloo.edu

Phone: (601) 977-7735