



July 30, 2020

Dear Instructors (Faculty, GTAs, and other instructional staff),

As you begin preparing your course for the fall, we know many of you are also thinking through the various scenarios and concerns that may arise amongst your students during the semester. There may be a number of circumstances that lead students to request an online adaptation to an existing in-person or hybrid course, including personal situations before or after the start of the semester.

Before the semester begins, it might be possible to get a student into a different course or section of a course that allows them to continue making progress toward their degree in the online format that they need.

After the semester begins, a student may have to leave campus because they are sick or need to isolate or quarantine, leading them to request an online adaptation to your in-person or hybrid course.

The various combinations of issues and solutions can be complicated, so Academic Success and Student Affairs have partnered to establish a process to facilitate communication among students, advisors, faculty and other staff to receive adaptation requests and work to find the best way possible for us to help students continue their progress.

An information sheet for instructors, GTAs, and departments about the course adaptations process can be found online.

Students who need a course adaptation will be directed to complete a course adaptations request beginning August 3. The info sheet and website also provide insight as to how students are being asked to communicate absences and the additional support available through the Student Support and Case Management team.

Bottom line is we are here to help you in preparing to provide online adaptations to your courses. CTE's Flexible Teaching site is a great resource to assist you in thinking through possible adaptations. Beyond that, no action is needed on your part in the adaptation process, until you are contacted through the adaptation request process.

Thank you for all that you do to support our students!

J. Christopher Brown

Vice Provost for Faculty Development
jcbrown2@ku.edu

Susan Klusmeier

Vice Provost for Academic Success
susan.klusmeier@ku.edu