

FLORIDA STATE UNIVERSITY



**This message to all faculty and instructional staff has been approved
by Provost and Executive Vice President for Academic Affairs Jim Clark.**

Dear Faculty and Instructional Staff,

In an abundance of caution, the University decided to cancel classes this week and close the University on Thursday and Friday in advance of Hurricane Ian and in alignment with the Governor's announcement of a state of emergency for all Florida counties. As a reminder, all FSU in-person and online classes based out of the Tallahassee and Panama City campuses will be cancelled starting Tuesday, September 27, and continuing through Friday, September 30. Classes and offices at regional campuses should follow the local guidance provided for their campus and area. University offices in Tallahassee and Panama City will remain open on Tuesday, September 27, and Wednesday, September 28. Faculty and staff will be able to access their offices and university facilities during this time should they need to gather materials or deal with equipment or research projects prior to the storm. Starting Wednesday at 5 pm the buildings will lock and require swipe access while the University is closed. The University is planning to resume classes on Monday, October 3.

Understandably, this will be a worrisome time for students, faculty, and staff. Our strategy is to ensure (as much as possible) that students, families, and communities will be positioned to respond effectively to this storm. Many students have never been through a hurricane, nor have their families that live across the U.S and that have recently moved to Florida. Many students have families living in areas that will be especially impacted this week, and will be needed at home. Student Affairs currently estimates that 30% of the student body have left or are preparing to leave today.

Every person's safety is the highest priority. In alignment with this strategy, during the period that university classes are cancelled, there should be no requirements for students to meet any class assignment deadlines, attend any class meetings, or participate in any instructional activities, including those through zoom, teams, or other platforms during this time frame. To meet any class assignment deadlines, attend any class meetings, or participate in any instructional activities, including those through zoom, teams, or other platforms. This time should be spent engaging in storm preparedness or storm-related travel or safety plans.

Faculty and instructional staff will need to prepare to make up the class offerings missed because of the class cancellation. Faculty may use the time this week to prepare or post asynchronous online materials and announcements to students, as long as it is clear that students are not required to complete work this week. A list of different options that may help you in your instructional planning is provided at the end of this message. Once you have determined your makeup plans, please update your course syllabi describing those plans and post announcements to your students. Instructors who might need some help planning alternate teaching options can reach out to the [Center for the Advancement of Teaching](#) or the [Office of Distance Learning](#) for additional support.

As we move through the events of this week, please be mindful that impacts of this hurricane will vary widely across students, faculty, and staff. Even with the return to university operations next week, it is possible that some individuals will not have access to internet, power, or other essentials after the storm passes. This is especially important for faculty who teach online and have students in different parts of the state or across the region. We appreciate everyone's emotional intelligence and flexibility in working with those who need additional consideration. We also encourage you to check in with your classes and your students' well-being. If you have students in need of different services that the university provides (e.g., counseling, food pantry), please connect them to [Student Affairs](#).

As with any severe weather event, the impacts of this storm are unknown at this time. The university will continue to post up-to-date announcements at the FSU Alerts [webpage](#). If there are any extensions of closures into next week, we will notify you with additional guidelines. If you have any questions as the week progresses, please reach out to your supervisor, department chair or dean. Please continue to stay updated at alerts.fsu.edu and the local weather authorities.

Thank you for your helpful and productive efforts this week and in the weeks to come as we respond to this emergency.

Instruction makeup guidance:

1. As of now, classes that need instruction time made up include Tuesday to Friday this week. If any cancellations extend beyond Friday, you will receive notice and additional instructions regarding making up instructional time.

- It will be up to each instructor to determine their individual plan for making up instructional time due to any class cancellation.

2. Below are options for making up instructional time. Again, students are expecting to hear from their instructors, so please communicate with them ASAP regarding your plans.

Option 1. *Schedule a makeup class(es) that meet in the remote environment after the university reopens next week.*

- Depending on how many classes were missed, you could consider scheduling makeup class(es) via zoom to replace any missed classes for Tuesday, September 27, to Friday, September 30. Make sure that the time for the makeup meeting works for all students in the class and the makeup instruction equates the missed instruction from class.

Option 2. *Record an online lecture(s) or create/post other instructional activities to replace the missed class meeting(s).*

- You can provide asynchronous course materials for students to make up for missing class. This can be done by recording a lecture or voicing-over a powerpoint, then posting the material for your students in Canvas with a discussion board or some other tool for students to engage with your lecture material. This is something that can be worked on as early as today/this week* and makeup activities should equate to the missed instruction time from class. *Remember, if you post things this week, there should be no expectations for students to complete any work until university classes resume.

Option 3. *Schedule an in-person replacement to the missed class.*

- If in-person attendance is required (e.g., lab or clinical courses) or in-person instruction is more appropriate given class content, schedule a makeup in-person meeting that equates the missed class. This can be done at the convenience of you and the class and should be scheduled in a way that works for all students. Saturday class meetings are an option and should be coordinated with Space and Scheduling. The first Saturday that should be consider is October 8th.

Option 4. *Add minutes to your existing in-person classes to makeup the instructional time over a longer period.*

- If in-person attendance is required (e.g., lab or clinical courses) or in-person instruction is more appropriate given class content, review your classroom schedule with your department to see if meeting times can be stretched to add time before or after your class meeting over some extended period of time to make up your missed instruction. These changes should be discussed and coordinated through your department and Space and Scheduling to ensure the schedules are adjusted and will not cause problems for classes before or after. Note that students may have other conflicts before or after your class that may affect this choice. Please confer with your students before you select this option.



This email was sent by Florida State University
222 S Copeland Street Tallahassee, FL, 32306, US

© Florida State University 2022

Privacy Policy