

Study Abroad COVID Academic Continuity Plan – Summer and Fall 2022 Acknowledgement Form

International Programs Office

SUNY Cortland International Programs Office (IPO) has developed an academic continuity plan for cases where a student's study abroad program is disrupted by a program cancellation or delay due to COVID. This plan addresses planning for both SUNY Cortland and other SUNY students participating on SUNY Cortland programs.

Student Planning and Preparation

All students planning to study abroad in Summer or Fall 2022 through approved SUNY Cortland programs must register for on-campus courses at their home institution, in case of cancellation of their study abroad programs. Once the student is abroad, they must consult with SUNY Cortland IPO to reconfirm their study abroad registration and then drop their on-campus courses before the end of their home institution's drop/add deadline.

General Approach for Program Cancellation

If a student's program is disrupted, SUNY Cortland will develop individual academic continuity plans for each student based on their program, our partner university's operating status, the portion of courses already completed, and the student's academic program.

Below are the steps SUNY Cortland IPO will take to ensure academic continuity for a student whose program or participation ends prior to program completion:

1. SUNY Cortland IPO and the student will contact the international education office at the host institution abroad to discuss available options.
2. SUNY Cortland IPO and the international education office abroad will identify options available for the student and plan the next steps accordingly. If needed, IPO will consult with the student's associate dean or home campus. Available options will likely depend on the academic calendar and how far into the program the student is at that given time.
3. SUNY Cortland IPO will create the student's academic continuity plan, based on their unique circumstances, as was done in March 2020.

Below are options we would use as a guide to help determine the best academic continuation plan for the student, in case of cancellation of the program at the point of the semester indicated.

Start of the semester at both institutions *(prior to add/drop period at both or either institution)*

Option 1: If it is prior to the host institution's add/drop period, students can deregister from courses abroad and start the on-campus SUNY courses for which they have already registered as back-up. With this option, it is best that the student work with their academic

advisor or associate dean from their home institution, in partnership with the SUNY Cortland IPO, to get into the appropriate courses needed for degree completion.

Option 2: Student continues their courses from host institution abroad via distance learning, if available.

Mid-semester at Cortland *(past the add/drop period at one or both institutions)*

Option 1: If SUNY or New York State cancels the program abroad prior to the student's departure, but the SUNY home campus' add/drop period has passed and the student can no longer start or register for courses, the student will take a leave of absence, with full refund, and deregister from the host institution. The students will then work with their associate dean, academic advisor, and SUNY Cortland IPO to identify courses through SUNY that can be taken in subsequent terms (including summer and winter).

Option 2: If the student has already started coursework abroad, the preferred option is for the student to move to distance learning and complete courses from the abroad institution. The student will work directly with their professors abroad and the international education office at the host institution abroad for this arrangement.

Option 3: If the distance learning option is not possible for one or all of the courses, SUNY Cortland IPO and the student will work with their associate dean and academic advisor or home campus to identify available courses through SUNY and work out a customized plan for the student. In some cases, arrangements can be made for independent study courses to complete course content, as IPO arranged for some students in March 2020.

End of semester *(past add/drop period at both institutions)*

Student moves to distance learning or completes final assignments/exams from the U.S. The exams can be proctored at SUNY Cortland or home SUNY institution. SUNY Cortland IPO will work with international education office at the host institution abroad to make arrangements. In the unlikely event the professor abroad is unwilling or unable to provide flexibility, IPO will work with the student's associate dean on a plan to complete final assessments.

In all cases, the student should work closely with SUNY Cortland IPO to identify the option that best positions the student to have academic continuity.

By signing below, the student acknowledges that they have read and understand the information included above. Further, they acknowledge that they must register for a sufficient number of courses on their home campus, as back up in case of program cancellation. Finally, the student acknowledges that they will consult with SUNY Cortland IPO in case of a program disruption to develop an academic continuity plan that best meets their academic needs.

Signature: _____ Date: _____

Full Name (Printed): _____