



**CCAD STUDENT
HANDBOOK
2020 | 2021**

COVID-19 ADDENDUM

OVERVIEW

The following addendums either augment, add to, or temporarily alter CCAD's Student Handbook and/or Code of Student Conduct, effective August 2020 until further notice. Students are responsible for knowing the information outlined in this addendum, including all other information in the [2020 | 2021 Student Handbook](#), [Code of Student Conduct](#), [Our Community Commitment](#), and the [Return to Campus Plan](#), found on the [CCAD Together site](#).

CAMPUS POLICIES

ANIMALS

For fall 2020, CCAD strongly encourages students, faculty, and staff to refrain from bringing pets to campus, due to the current pandemic situation.

RETURN TO CAMPUS PLAN AND POLICIES WITHIN

All CCAD students are required to follow the directives and protocols within the CCAD Return to Campus Plan, found on the [CCAD Together site](#), including wearing masks, engaging in community cleaning and hygiene efforts, following COVID-19 response protocols in circumstances when a student tests positive for, shows symptoms of, and/or has potentially been exposed to someone who has tested positive for COVID-19. Students are expected to follow all other college directives related to COVID-19 protocols. Non-compliance with any of these directives will result in possible conduct violations and sanctions.

REMOTE LEARNING ETIQUETTE, CONDUCT, AND EXPECTATIONS

The same classroom conduct and decorum expectations that apply to in-person settings also apply to online and remote learning instructional settings. Communication is critical, especially if a student becomes ill. Refer to the Attendance Policy for specific scenarios and options. In addition to the already established Code of Student Conduct on MyCCAD, the following etiquette standards should be considered:

- Be aware of environment and what others can see, such as confidential information or items
- The same attire expected and typical for in-person classes applies to remote learning settings during virtual video interactions
- It is recommended that students conduct routine tests of technology so that learning is not interrupted and so that delays do not interfere with teaching/learning
- Be prompt and respectful of everyone's time
- Talk at steady pace with breaks so others can understand you clearly

This new environment and content delivery has the potential to cause stress; monitor self-care needs and stay connected with instructors.

COVID-19 SPECIFIC ATTENDANCE POLICY

Students who test positive for, have symptoms of, or have been exposed to someone thought to have COVID-19, must not attend an in-person class and should isolate for a minimum of 14 calendar days. The student must notify instructors immediately, who will apply flexibility to

attendance standards; however, it is the responsibility of the student to monitor course performance, to communicate with the instructor, to complete all required coursework/tests/etc., and meet all course learning objectives by the end of the term in order to be eligible for a passing grade.

Moreover, if a student living in CCAD housing and/or engaged in one of the on-campus, hybrid courses tests positive for, has symptoms of, or has been exposed to someone thought to have COVID-19 they must notify the Dean of Students so CCAD can monitor and track active cases in the CCAD community. To do so, complete the [Student COVID-19 report form](#).

Grading of work is at the authority of the instructor and performance may still impact grades, even if all projects are complete. The student is responsible for making informed enrollment decisions. If completing the requirements of the course is not possible within the standard timeframe of the term and considering other CCAD policies, the student is responsible for determining whether a withdrawal is more appropriate and if so, initiating that process by all applicable deadlines. Incompletes might be an option, pending support of the instructor and approval from the Registrar.

CURRICULUM DELIVERY AND TUITION

CCAD has every intention of continuing to deliver its academic programs through multiple delivery methods, including full in-person, hybrid in-person, or full online or remote. The pandemic and guidance from national and regional health organizations will inform decisions around our delivery method with the top priority being the overall health and safety of all CCAD community members. CCAD may change its instructional delivery at any time, with potential limited notice. Tuition will not be discounted or refunded for any change in its delivery method, except in instances when all instruction ceases completely and the term ends. At that point, CCAD has jurisdiction to decide the calculation and refund method of tuition.