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TO: ALL Lehman Faculty and Staff

FROM: Dr. Harriet Fayne 
Interim Provost and Senior Vice President for Academic Affairs

DATE: 21 March 2018

SUBJECT: Academic Calendar and Snow Closure: Plan to Make-Up Lost Instructional Time

As the result of the CUNY-wide Snow Closure, Lehman College cancelled classes scheduled for Wednesday, March 21, 2018 losing one complete instructional day. Our guiding principle in developing a plan to make up for lost classroom time is to provide you with as much flexibility as possible.

Our best option is to use an interactive online learning activity and/or other out-of-class assignments (i.e., library work, literature reviews, etc.) that ensure the complete delivery of all material associated with the learning objectives for each affected course. **Join your colleagues for an ONLINE Q&A session, "Make Up for Snow Days with Technology!"** with Olena Zhadko, Director of Online Education, **from 12:00-1:30pm on Thursday, March 29, 2018.** Please RSVP for this session @ <https://tinyurl.com/snow-march18>

We realize that for some courses, such as laboratories and clinical experiences, alternate plans may need to be developed. Please be assured that our administrative offices will help as much as possible. In particular, staff members in the Registrar's Office will work with instructors to find space during underutilized times.

Please be advised that each College must establish documentation for how we plan to account for the lost teaching time, as required by CUNY and NYSED. Therefore, **all affected faculty members will need to provide their written plans to their Department Chair by Friday, April 6, 2018.** It is expected that each Chair will work with her/his Dean to ensure that these plans fully accommodate the recovery of lost time and that they comply with University and State regulations.

Thank you for your help in ensuring that we continue to provide excellent academic experiences for our students.

