

Dear Members of the Northwood University Community,

We understand the concern and uncertainty that many of you may be experiencing related to the Coronavirus (COVID-19). We are deeply committed to being responsive to the needs of the Northwood community and as the situation evolves, we will continue to make decisions in the best interest of our students, faculty and staff.

Over the past many weeks, our university's Core Crisis Team has been assessing the ongoing COVID-19 situation. During this time, we have been relying on the expertise of medical professionals to guide our decisions. As the health, safety and well-being of our community is of utmost importance, we have made the decision today to transition all classes to an online learning format. This decision has been made carefully and with the intent to help prevent the potential spread of the COVID-19 virus. Please see additional details below, related to your respective program.

Although we have made this decision today, it is important to reiterate that there have been no identified cases of the COVID-19 virus among the Northwood student, faculty or staff population. The decision to move learning to an online format reflects the best practice that early and effective social distancing, and limiting mobility, have been shown to mitigate transmission of the virus.

With our Northwood community's best interests in mind, the university has made the following decisions effective today:

- **Midland Campus:** All undergraduate classes will be delivered online, beginning Wednesday, March 18 until March 29, 2020. Although Northwood has many years' experience in online delivery, we believe delaying the start of online classes until March 18 will allow our dedicated faculty the time to more effectively transition their courses to an online format. Please check Blackboard for updates and guidance from your faculty. It is our intent to reassess this decision to deliver these courses online, during the week of March 23.
- **Adult Degree Program:** All classes (8-week and 16-week programs) will be delivered online for the balance of this semester. The only exceptions to this decision are at our Fort Worth and Selfridge program centers, where students will attend classes during the week of March 16. Thereafter, students will complete their courses online for the balance of the semester.
- **DeVos Graduate School of Management:** All courses will be delivered online for the balance of the semester. The only exception to this decision is the DeVos Accelerated MBA program. Like our undergraduate degree programs at our Midland Campus, the Accelerated MBA program will meet online beginning March 18 until March 29, 2020. In addition, a decision to return to regular classroom delivery will take place during the week of March 23.
- **Operational Considerations**
  - Northwood University will remain open at this time. This is a very fluid situation and Northwood will continually assess the situation and provide additional updates as appropriate.
  - Northwood University student residences remain open. However, as we know, effective social distancing helps reduce the transmission of the COVID-19 virus. Therefore, Northwood is recommending students consider completing their online courses, at their home or permanent residence. Our staff and faculty remain accessible should you wish to contact them remotely.

- We recognize some students will be unable to return home at this time and they are permitted to stay in their residence halls. However, those students who remain on campus may experience some reduction in services.
- Dining services remain open. In an effort to prevent larger numbers of students from gathering in one area, Northwood dining services will provide convenient 'grab and go' selections for our students.
- We strongly encourage all students, faculty and staff to practice social distancing and intentional hygiene measures. This includes washing your hands often.
- To limit social gathering and increase social distances, Northwood will be cancelling many larger events that were previously scheduled. A review of these events is underway, and these decisions will be communicated in the days ahead. We understand the cancelation of certain events will be disappointing to some people; however, we are committed to doing all we can to ensure the health and safety of our students, faculty, staff and friends of the university.

We understand that these are uncertain and trying times. Our goal in making these decisions today is to proactively limit the potential transmission of the COVID-19 virus in our community. We believe the decision to transition all classes to an online learning format will help achieve this important objective. We thank you for your understanding and patience during these difficult days. I encourage everyone to please take personal responsibility for their health and commit to taking the necessary actions to help prevent the spread of the COVID-19 virus.

For your convenience, we have provided additional information regarding students, staff, faculty, events, athletics, and travel guidelines in the attached document. Should you have any questions, members of the Northwood community can submit those questions to [president@northwood.edu](mailto:president@northwood.edu).

Thank you for your consideration as we work through these unique circumstances. I have every confidence that we will rise to overcome this challenge.

An additional message was sent from the Assistant Vice President Adult Degree Program Nancy Finazzo to students in our Adult Degree Program on March 13.

Dear NU Adult Degree Program (ADP) Student,

You should have received notification from President MacDonald regarding the COVID-19 virus and steps we are taking to minimize spreading the disease. If you have not read the official communication, the email is provided below.

This email is to provide additional clarity regarding your Spring II courses that will still begin next week in an online delivery method. Any of your courses that were scheduled to meet in person will now be delivered via Blackboard in an asynchronous format. By asynchronous, we mean that you **will not** be required to be online for your course at a specific meeting time, but rather you will have assignments and activities that are due at specific times each week. It is your responsibility to login to your course in Blackboard regularly and review due dates. If you have specific questions related to your course, first please reach out to your instructor.

**You will have the same instructor as you were assigned for your face-to-face course.** Your faculty member is trained to teach in Blackboard and will simply convert the face-to-face course to meet online instead.

You may have seen an additional notification that a delayed online start is in effect for the Midland Campus Undergraduate and Accelerated MBA programs; **please note this does NOT apply to ADP; our online classes will start on Monday, 3/16/20.**

**THIS IS VERY IMPORTANT: YOU WILL HAVE A SYLLABUS QUIZ DUE IN EACH COURSE BY WEDNESDAY, MARCH 18, 2020 at 11:59 Eastern Time.** You must complete the syllabus quiz by the due date or it will be considered the same as missing your first face- to-face class meeting. If you do not complete the syllabus quiz by the deadline, you will be dropped from the course and assessed the \$50 fee.

**Please remember to use your Northwood email! Communication in online course delivery is crucial, so try to make it a habit to use your Northwood email so that you do not miss any important information!**

If you have additional questions, please reach out to your Program Center Manager. We are here to help you achieve your educational goals!

Best regards,

A handwritten signature in cursive script that reads "Nancy Sinazzo".

Tricia M. Mead  
Director of Compliance & Tax Matters  
Northwood University