

**March 12, 2020**

**SUBJECT: Important Class Information Following Spring Break**

Colleagues:

We are in unprecedented times with the expansion of the COVID-19 virus and the recent closure of major athletic events and the addition of travel restrictions over the last 24 hours. We have been working daily to address the quickly changing situation. Below is more information about the steps Lipscomb is taking now that we can share with you.

**Spring Break will be extended for March 23-27 for undergraduate students. Faculty and staff will report to work the week of March 23-27 as usual.** During this week, faculty and staff will use the time to transition all undergraduate classes to a remote teaching and learning environment. **Undergraduate classes will resume in an online format on Monday, March 30.**

**Graduate classes will resume on Monday, March 23.** Programs will determine format. If there is any change in the delivery method of a graduate program, the graduate students in that program will be notified by the program administrators.

We realize these decisions may raise other questions and we will provide additional information in the next few days.

Thank you for your patience and your flexibility during this unique time in our community, nation and world as we work together to continue to provide a life-transforming educational experience for our students.

Blessings,  
Randy Lowry  
President