**Tyler Junior College**

**Radiologic Technology Program**

**Contingency Plan**

In the event that it becomes necessary to change from face-to-face classes to an online format, the program has developed this contingency plan.\*

1. Formal communication will be conducted via canvas and/or TJC email. It will be the student’s responsibility to check their email messages in both platforms at least once per day.
2. The program will utilize zoom teleconferences, canvas announcements and canvas discussions for secondary means of communication.
3. Course delivery will be through Canvas via pre-recorded lectures posted into specific modules. Publisher content will also be offered where applicable. Testing will be proctored through canvas at specific times and dates. Zoom teleconferences will also be used to supplement lectures delivered via prerecorded video.
4. All clinical and lab hours that are missed have to be made up with like hours by the 30th day of the next long semester. Clinical preceptors and lab instructors will devise a schedule to ensure timely completion of hours. It is the student’s responsibility to ensure that personal obligations do not interfere with make-up schedules.

In the event that make up hours are not completed by the end of the semester in which they are missed, and incomplete grade will be awarded and changed to a letter grade when the make-up hours are completed.

This contingency plan is program specific.  Students in courses outside of the Radiologic technology program will be required to follow the contingency plans of those instructors and/or programs

\* Examples of when contingencies may be employed include natural disaster, pandemic or fires that render face to face attendance impossible or impractical.