



# Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-3100

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OFFICE OF THE PRESIDENT

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March 18, 2020

Dear Students, Faculty, Staff and Friends:

The coronavirus (COVID-19) poses a unique and unprecedented threat to the Florida A&M University community and the world at large. In times like these, our commitment to “Excellence with Caring” and the “FAMUly” is being sorely tested. Yet, I know that we are up to the challenge.

To prevent the spread of coronavirus and safeguard the health of our community, we will be conducting online and alternative instructional modes for the remainder of the spring semester. The University is purchasing additional laptops and enhancing information technology resources and services to enable faculty and students to work remotely. The Office of Instructional Technology is offering training and resources for faculty to enhance their ability to conduct courses remotely.

Given the gravity of the situation, we are instructing non-essential employees to work remotely when possible. Our telecommuting policy requires employees to obtain the approval of their supervisor and vice president and sign appropriate documents before they begin to work remotely. The utilization of telecommuting will affect how we conduct day-to-day business, but our core operational functions will continue.

We have instructed academic deans and faculty to work closely with graduate assistants so that their course of study and fiscal wellbeing are not imperiled by these developments. Supervisors are asked to work with OPS employees so they can continue to perform their job functions. The U.S. Department of Education’s guidelines have cleared the way for us to address work-study students during these dire circumstances.

The residence halls and main dining hall are still open for students who need to remain on campus. However, all retail outlets, except the Rattler’s Nest, are closed. Parents and students can return to campus between Friday, March 20, 2020 and Sunday, May 2, 2020 to retrieve their belongings. To facilitate social distancing and an orderly process, please call the Office of Housing at (850) 599-3651 to schedule your arrival.

As you might expect, the disruptions will affect Spring Commencement. In consultation with the Board of Governors, we have decided to forego traditional spring commencement ceremonies. We are still working on the details regarding plans for some form of a virtual ceremony or rescheduling. We know how important this celebratory ritual is in the life of our community and will keep you abreast as plans develop.

In addition, we are finalizing plans for summer sessions A and C. Given the unfolding situation, we envision summer school instructions will be done remotely or online. Further details are forthcoming.

As a result of the global nature of this pandemic, FAMU has canceled all university-related international travel until further notice. All domestic travel must be pre-approved by a vice president. Everyone who has traveled internationally during this current coronavirus outbreak must self-quarantine for 14 days before returning to campus. All public, on-campus events and large gathering are canceled until further notice.

In conclusion, I want to remind you to carefully adhere to health protocols and advisories as you go about your daily lives. Please routinely check your email and visit [FAMU.edu/coronavirus](http://FAMU.edu/coronavirus) for updates from the “Hill.” Your health and wellbeing are my top priority.

Sincerely,

A handwritten signature in black ink that reads "Larry Robinson". The signature is written in a cursive, flowing style.

Larry Robinson, Ph.D.  
President