

Student Presence at Hub Locations Policy

A critical aspect of SVMC's ACTS program is the collegiality that is best facilitated by in-person courses. As we meet the changing needs of our students, SVMC has adopted a "hub model" which utilizes technology when necessary and in-person gatherings when possible.

When a hub is available in a district, students are expected to participate in the course via their district's hub. However, students may request an exception. Potential reasons for an exception include:

- schedule restrictions due to work or family obligations that make traveling to a hub impractical/impossible
- ongoing accessibility concerns due to physical or mental limitations
- a hub location in another district is physically closer to the student's location

In these and other circumstances, an exception may be requested using the Hub Presence Exception Form (below). This form must be submitted at the time of registration for a course, which takes place no later than one month before the course begins. Any changes or requests made during the month before class begins may not be able to be accommodated. An exception form must be completed for each course, unless there is an ongoing reason for an exception, then a permanent exception may be requested. The reason for requesting a one-time or permanent exception must be explained on the form.

If a student at a hub location needs to participate virtually for one meeting of the class due to special circumstances (weather, family emergencies, unexpected work schedules, etc.), a one-time exception may be requested from the instructor. The hub facilitator will also be informed of any changes to student attendance, as necessary.

Hub Presence Exception Form

Name: _____ Date: _____

Course Title: _____

Exception Request: (check one)

- I would like to participate in this course virtually, instead of at my hub location.
- I would like to participate in all ACTS courses virtually, instead of at my hub location.
- I would like to participate in this course via another district's hub location.

Reason for exception request:

For SVMC Office Use Only

Date Received _____ Approved (Y/N): _____

Reason for Approval/Denial: