



**TO:** Chief Executive Officers  
Chief Instructional Officers

**FROM:** Marty Alvarado,  
Executive Vice Chancellor, Educational Services & Support

**RE:** EMERGENCY TEMPORARY DISTANCE EDUCATION BLANKET ADDENDUM

---

This memo provides guidance for colleges planning to request an Emergency Distance Education Blanket Addendum.

In the event of an emergency a college may request approval for a temporary blanket Distance Education Addendum from the state Chancellor's Office to satisfy the requirements included in Title 5, section 55206. Such a request will be considered valid only for the designated time period and does not replace the standard local approval process.

To request a temporary blanket Distance Education Addendum please submit the following information to the Executive Vice Chancellor, Educational Services at [malvarado@cccco.edu](mailto:malvarado@cccco.edu). Requests must be submitted by either the college president or chief instructional officer.

1. Reason for the temporary Addendum request and the expected date courses will be converted and offered online. If this is a pre-emptive request please indicate as such and include the name(s) and contact information for personnel authorized to activate the Addendum. To activate an approved pre-emptive Addendum colleges will be required to send confirmation of activation and the anticipated start date.
2. The range of courses to be included in the addendum. Colleges can include a list of courses or a copy of the current term course schedule indicating the included or excluded courses (ex. "all courses included except...").
3. A copy of any planned communication to students and faculty, including the support services or accommodations available for students with disabilities or limited access to technology.
4. The anticipated Addendum end date, such as the end of term, or the conditions necessary for resuming face-to-face courses.

cc: Eloy Ortiz Oakley, Chancellor  
Daisy Gonzales, Deputy Chancellor  
Raul Arambula, Dean