

**From:** Edwards, Timothy

**Sent:** Tuesday, March 31, 2020 9:18 AM

**To:** All Faculty <[REDACTED]>; All Students <[REDACTED]>

**Cc:** Deans' Council <[REDACTED]>

**Subject:** Note of Clarification Regarding Assignment Dates, etc.

Dear Students and Faculty,

I hope that the transition to completely online instruction and learning is going as smoothly as possible for each of you. I realize these are demanding circumstances. However, having received positive feedback from students and professors alike following the tutorial sessions and throughout this process, I am confident that we are making progress and will see a successful end to this spring semester. April 6 is still the date for having completely transitioned to online instruction and learning. Of course, the transition began March 16, and many of you have made significant progress already, and I want to commend you for your focus and commitment thus far. Some have asked about timelines for assignments and tests, and I am reminding you that these are clearly unusual circumstances that require flexibility and cooperation from all.

While in-class meetings have been canceled, there is still a need for communication and preparation, which is what this time frame (March 16 until April 6) is intended for—transitioning. Students should expect assignments to be due, tests to take place, and other instruction to exist prior to April 6 so that coursework can stay on track for a timely finish at the end of the semester. The normally-scheduled Spring Break naturally adds some scheduling awkwardness in that it should certainly be a break (with travel and interactions limited as per CDC guidance, of course), but the extension of Spring Break, by way of canceled in-person class meetings, should still be a time of preparation at a reasonable pace that ensures complete transition by April 6.

I simply want to encourage each of you, whether faculty or student, to remain in contact with one another, even if it seems like more than usual or more than necessary, to prevent a bottleneck of issues or assignments at the end of the semester.

**Students**, know that your professors are encouraged to be flexible but that you are also encouraged to remain focused and attentive to your assignments in the midst of an unusual schedule.

**Professors**, know that your students, like you, are experiencing schedule and adaptation challenges, and for that reason, adaptability on your part is essential to the success of this online enterprise. That said, you should still uphold your high standards for our students' learning and educational success.

As President Tucker, your professors, and I have said before, these are unique and challenging times, but you can find some comfort in knowing that we are all in this together, and by working patiently with each other, we will see a successful end to this semester.

Stay safe—

Tim

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