

Faculty Guidance: Teaching and Advising Undergraduates

With the transition to remote delivery of courses for undergraduates, a number of questions have arisen related to this important advising period and various administrative deadlines. While we have surely not anticipated all questions, we hope the information below will inform your work with advisees and students in your classes.

Will there be any adjustments in the deadline by which undergraduates must opt to withdraw from a course or choose the P/NP grading option? Yes, for this semester, the deadline for **all undergraduates** to withdraw from a course or choose the P/NP grading option will be the last official day of classes: **Monday, April 27**. This is the deadline currently posted for first-year students. Additional guidance about P/NP will be reviewed and approved by Faculty Senate.

How will undergraduates transact business that usually requires forms and signatures? All forms and documents that students will need are available as fillable pdfs (<https://case.edu/ugstudies/forms>). This includes the forms to declare a major or minor, to withdraw from a course when that cannot be done through SIS, to get approval for off-campus study, and the special request form. Undergraduate Studies and Student Advancement (navigators) are prepared to receive these forms by email. Emails sent from student or faculty CWRU email accounts will be viewed as the equivalent of a signature.

What about mid-semester advising conversations to review a student's academic performance this semester and prepare for course registration? It will be important for advisors to have these conversations with students, even though they will need to take place by phone, Zoom or email. Students will need guidance more than ever about how to complete the semester successfully under these unusual conditions and will want to know that their faculty and advisors care about their academic progress and well-being. Advisors will receive the usual reminder about the recommended content of these conversations, noting the revised deadlines and procedures.

What should I do about students who still need to complete work because of incomplete grades from the fall semester? Many students have already completed their work, and we hope others will be able to do so by the established deadline of March 27. If that proves to be impossible because of the transition to remote education, Undergraduate Studies is prepared to review special requests from students, supported by their faculty, to extend the date by which the work must be completed.

How will I manage exams and proctoring? This will vary by class and faculty member, but the UTech team has developed a wide range of resources available to help you at various levels of testing. UTech is integrating two remote secure testing platforms into its teaching and learning technology solutions. These platforms will be available for tests in Canvas and some of the other testing platforms used on campus. Additional information about these platforms and how to access them will be made available tomorrow afternoon. Both UTech's Teaching and Learning Technology group and UCITE are available to discuss your individual testing needs.

Who should I contact with additional questions? The first stop should be your dean's office. If answers to questions are not known, please contact the Office of Undergraduate Studies for those policy and procedure questions and the Office of Student Advancement for student/navigator questions. Both offices will be available remotely during this time.