Course Restart March 23rd, 2020

This note is a follow up to the communications that you received from the university via President Drake’s latest coronavirus update. Communications that you may have received from the College of Social Work include messages from Dean Gregoire. With respect to your learning, our first priority is your personal health and well-being. If you are not feeling well and need to make alternative arrangements for your course assignments, please contact your instructor.

Course content will be open the week of March 16, but it is important to note that instruction will not begin for all classes until March 23, 2020. Please continue to check in with your instructors regarding any questions you may have. You will be updated as we find out information regarding the end-of-semester date.

Academic Coursework

It is important to emphasize that classes have not been cancelled. All courses will continue in an online environment.

If you have a face-to-face course, you can expect information from your instructor that will direct you to CarmenCanvas. In the meantime, you can help us to anticipate how we might be able to assist you. If either or both of the following are true for you, please contact Mo Yee Lee at lee.355@osu.edu:

- I do not have reliable access to internet at home, or within five miles of home.
- I do not have consistent access in my living environment to an internet or cellular ready device (Smart Phone, Tablet, Computer) that can be used for coursework.

Changes to Online Courses

Given the extension of Spring Break, the College of Social Work has developed a plan to support student learning and well-being. During this extended Spring Break, instruction will not occur.

Currently, the Online Course Schedule is:

- Week 10 (14 week courses) and Week 3 (7 week Session 2 courses) Coursework will be available beginning March 15;
- Week 10 (14 week courses) and Week 3 (7 week Session 2 courses) No Assignments will be due until after 3/23;
- Due dates that were previously set to Week 10 (14 week courses) and Week 3 (7 week Session 2 courses) will be changed from 3/21/20 to 3/28/20;
- Course participation will not be required during the extended spring break and instruction will not be conducted, but course content will be available;
- Due to extenuating circumstances you may feel the need to request an Incomplete grade, in which case you should contact your instructor to develop a plan to complete the course.

Pass/No Pass Grade Policy

Doctoral students have until 5:00pm on April 17th to select an option of a Pass/No Pass (PA/NP) grade for graded graduate courses of their spring 2020 classes.
• This requirement applies to all graded graduate courses.
• This policy change is for spring semester 2020 ONLY.
• For graduate courses, students must earn a **C-** or higher to receive a grade of “Pass.” Please note that in some courses, students may Pass a course but need to do more work (remediation) to master the subject and progress successfully in the program.
• A Pass/No Pass grade has no bearing on your GPA.
• Once a Pass/No Pass grade has been selected, the selection cannot be changed.

**Process**

• You will receive an electronic form that list your SP20 classes.
• Students can opt for PA/NP option for any of their courses (i.e., they can do P/NP for one class but not the other classes).
• If you would like to select a PA/NP choice for any courses, please consult Mo Yee Lee via email and discuss implications of a PA/NP grade, versus a GPA letter grade (A-E).
• Program unit approval is required for the form.
• Registrar will update the grade basis to include the PA/NP option for course instructors to enter final grades.

Students may also consider the option of an Incomplete (I) instead of PA/NP for a course and should discuss this option with their instructors and advisors. Approval of the instructor is required to exercise this option, and the deadline for approved Incompletes has been extended to 10 weeks from the start of the next term.

**Academic Advising**

Until further notice, face-to-face advising appointments will be suspended. Students can schedule virtual advising appointments by emailing your academic advisor how you would like to meet. Below are your options. If you would like to schedule a phone or Carmen Zoom (video conference) meeting, please share your availability with your academic advisor.

**Phone Meeting:** Jennifer Nakayama, 614-292-6188

**Carmen Zoom Video**
Advisors can host a video conference for students on Carmen Zoom where students/advisors can both talk to and see each other. You can find information on getting started with Carmen Zoom here [https://resourcecenter.odee.osu.edu/carmenzoom/getting-started-carmenzoom](https://resourcecenter.odee.osu.edu/carmenzoom/getting-started-carmenzoom).

Features of Carmen Zoom include sending email invites for meetings and notifications when a student joins. If you are concerned about privacy, there is a feature that allows you to lock a meeting so no one else can enter. You can also share your screen with anyone in the meeting.
Carmen Zoom also allows for instant messaging/typing, but no video.

Here are some very short videos regarding Carmen Zoom:

- For information on how to schedule a Zoom meeting, please visit: [https://resourcecenter.odee.osu.edu/node/4255](https://resourcecenter.odee.osu.edu/node/4255)
- For information on personal meeting rooms and personal meeting ID, please visit: [https://resourcecenter.odee.osu.edu/carmenzoom/personal-meeting-room](https://resourcecenter.odee.osu.edu/carmenzoom/personal-meeting-room)
- For information on Zoom meeting controls, please visit: [https://resourcecenter.odee.osu.edu/carmenzoom/4256](https://resourcecenter.odee.osu.edu/carmenzoom/4256)

Email: Jennifer Nakayama at nakayama.7@osu.edu

Counseling and Support

For those who need support, counseling and consultation services are available, including our embedded clinician located at [this link](https://resourcecenter.odee.osu.edu/carmenzoom/personal-meeting-room). If you are located out-of-state, you may seek services in your local area.

University Sponsored Travel

Please be aware that OSU has suspended all university-sponsored international and non-essential domestic travel until future notice. All travel that has been scheduled through **June 30, 2020**, must be cancelled, and no new travel may be booked until further notified. Please follow up with Jennifer Nakayama regarding cancelled travels.

CSW will cover the registration fee for the registration fee for virtual conferences. Please refer to the PhD CARMEN website for the Virtual Conference Registration Fee Request Process. **DO NOT use personal funds** to pay for the registration fee. Please contact Jennifer if you have any questions regarding this process.

GRA Arrangement

Students with a GRA assignment will continue working with their assigned faculty supervisor during this period. OSU requires all employees who can do so to work from home until further notice.

GTA Arrangement

Students with a GTA assignment who teach face-to-face classes will follow the instructions from the Academic Office on transitioning all classes to an online learning environment.

Dissertation and Candidacy Examinations

All examinations will be conducted via videoconferencing. You do not need to submit the Examination Petition form for all committee members to join by video conferencing. For SP20 dissertation and candidacy exam procedures, please contact the PhD program Office.
In addition, Graduate School has adjusted the spring deadlines for the completion of comprehensive final oral examinations, as well as final dissertation submission and approval.

- Graduate Final Oral Examinations for students graduating SP20 should be completed by **Friday, April 17. Prior date was April 10**th.

- Graduate Final Theses/Dissertations from students graduating SP20 must be submitted and approved by the Graduate School by **Friday, April 24. Prior date was April 17**th.

- For Graduate Students that miss these deadlines, we will extend our “End of Semester Graduation Deadline,” that allows students to graduate summer term without summer enrollment, is extended to **Tuesday May 12**.

**CSW Events**

At this time, all college events are cancelled for the remainder of the semester. A virtual Evening of Recognition will be hosted at 6pm on May 8 (Friday).