**Frequently Asked Questions**

**Academic Affairs**

**Last Updated, 3-13-2020**

**What about individual students who have a critical special project and need to work in a lab, studio or other area with specialized technology, equipment, or other resource**? So long as the University remains open, on a case-by-case basis, students may work in on-campus facilities according to the process/protocols established by departments. Those departments that anticipate this need must develop a process/protocols and have that approved by the Dean and Provost. Students seeking this option should consult with their faculty. At the same time, not all students will be able nor should be approved to do this and this option should only be provided for limited reasons; faculty should continue to teach remotely, provide students with options to complete all work remotely, and work with students on alternate arrangements assignments.

**What about internships**? Face-to-face internships (for which remote work in an alternate modality is not possible) should follow the same schedule outlined in the university’s operational timetable which means that on-site hours are suspended through at least April 3rd. Students enrolled in for-credit internships should connect with their faculty sponsor to review the number of internship hours completed and discuss alternate means of completing the internship. Depending on the number of hours worked, the student and faculty member could decide that the internships commitment relative to the credit received has been met and/or could be met with an appropriate academic component. The Center for Career and Professional Development is ready and prepared to support these conversations.

**What about College of Education internships and practica?** Students in College of Education practicums and internships have the option to continue through the end of this week. Practicums will no longer continue starting next week and faculty are working with students individually on alternative ways to complete their work. Internships will continue as long as the school district remains open. The College of Education is in communication with VDOE on the implications of reduced internship hours and VDOE is aware that this is a statewide issue.

**What about community engaged/service learning courses**? Courses with required off-campus projects or components shall not continue and faculty will work with students on alternate arrangements.

**Planned field trips?** During the period of remote teaching (through at least April 3rd), all field trips are canceled. Field trips that have been planned during April should be reassessed in consideration of the costs and the potential that such cancellations will continue. You are strongly advised not to make financial or other commitments assuming UMW will be back to normal operations on April 6th.

**What happens with Office Hours**? Faculty are expected to continue to “hold” office hours, but will be doing so remotely and they may offer times and options other than those listed in the syllabus. Faculty must let their students know when/how they will be available during this period.

**May faculty meet with students one-on-one on campus**? For the vast majority of meetings, faculty should make arrangements to meet with students remotely and will communicate with students about how to have these meetings. However, if the faculty member is amendable, and so long as the University remains open, such on-campus meetings may occur.

**What is happening with academic advising**? The expectation is that faculty will conduct normal preregistration discussions remotely with students, although the advising time has been extended through April 3rd. Registration has been postponed and will be condensed to one week. Additional information from the Registrar will be sent to all students and faculty.

**Can we offer an in-person test to a student who is on campus**? So long as face-to-face classes are suspended, all instructional components should be provided remotely (including assessments of student learning). As a general rule, the same modality for assignments should be followed for all students in a course.

**What do I do if I have a student who does not have network access and/or a computer at home?** As long as the University is open, both the Library and the HCC have a number of work stations that students can come on to campus and use. Both the Library and the HCC will be open from 8:00 am-5:00 pm starting Monday, March 16th.

**What do I do if I am a faculty member and I do not have network access and/or a computer at home?** As long as the University is open, you can work from your office. Both the Library and the HCC have a number of work stations that you can use and both will be open from 8:00 am-5:00 pm starting Monday, March 16th.

**Will the General Education declaration and individual course withdrawal deadlines be moved?** Yes. The Office of the Registrar and Academic Services are working to push these dates back and will be providing more information to students and advisors early next week.