



## Faculty of Graduate Studies & Office of Quality Assurance

401 Sunset Avenue  
Windsor, Ontario, Canada N9B 3P4  
519 253 3000 (2109)  
[www.uwindsor.ca/graduate-studies](http://www.uwindsor.ca/graduate-studies)

To: University of Windsor Graduate Students

From: Patti Weir, Dean, Faculty of Graduate Studies

Subject: COVID-19 – graduate student update

Date: March 16, 2020

Note: This email is for information and action (as appropriate)

---

As you are aware, the University continues to plan for and implement changes to advance public health considering the COVID-19 situation. I write with guidance specifically related to graduate studies following the March 13 memo from the President regarding in-person course activity being suspended March 16<sup>th</sup> through March 18<sup>th</sup>.

With the support of the Provost and Academic Deans, the Faculty of Graduate Studies is implementing the following changes effective today with the overarching principle of ensuring that you are safe and can continue to progress academically.

The University has made it possible for students who are demonstrating symptoms of COVID-19 to self-declare they are unwell.

1. Graduate program milestones may continue as planned. These include comprehensive examinations, research proposal presentations, major paper/thesis/dissertation defenses. All in-person committee-based activities will be closed to an audience. Only the student and committee should be in attendance until further notice.

The University is relaxing the restrictions on remote participation for graduate students to complete these milestones. The University's normal practice of limiting remote participation to one person is suspended until further notice. The Associate Deans, Graduate Studies in the Faculties and/or Graduate Coordinators now have discretion to approve remote participation by multiple parties, as necessary, to achieve public health objectives. It must be verified all participants have access to appropriate equipment/software (e.g., Zoom). Alternatively, the student could opt to postpone a previously scheduled defense (in which case no additional tuition would be charged if it carried over to the next term).

Post-defense procedures have been modified to limit face-to-face contact:

- Format review will be done via email, instead of by having students submit a hard copy.
- Required post-defense forms (signed approval page and non-exclusive license) are to be submitted by the student as email attachments instead of in person.
- Submission of hard copies for binding will be suspended/waved (for those departments that still require a physical copy).

Please send all documents to [svetlana@uwindsor.ca](mailto:svetlana@uwindsor.ca) and see detailed instructions for submitting at: : <https://www.uwindsor.ca/graduate-studies/deposit>

2. On campus research activities may continue. Students conducting research in laboratories and other settings should implement social distancing (1 m). Any concerns should be discussed among students, supervisors and, where appropriate, Associate Deans and/or Graduate Coordinators within your Faculty.
3. When course activities resume (if appropriate) on March 19, graduate and teaching assistants will be expected to support the delivery of courses. If it is possible to communicate electronically -- by email, chat, or videoconference -- please do so. If it is necessary to meet face-to-face, then practice social distancing (at least 1 metre [3 feet] between yourself and anyone else), and explicitly encourage standard hygienic procedures that health practitioners have recommended. Washing down spaces between individuals is recommended as well. Please consult with your supervising professor and ensure the students know how to seek assistance.
4. Students holding Graduate Assistantships will remain under contract until April 30, 2020. GA's should be in contact with their supervising professor regarding supporting the remainder of the course.
5. As of March 12<sup>th</sup>, the University has restricted travel to countries most affected by COVID-19. Please check the following site: <http://www.uwindsor.ca/coronavirus/>

Please work with your supervisor to determine the risk of any research-related travel including risk to yourself and/or the community you are travelling to. All research-related travel should be reported to the Faculty Dean.

6. With respect to graduate student internships, practicum or co-op placements you are encouraged to work with your Graduate Coordinator and/or placement coordinator to evaluate the risk to yourself and the organization.

**Precautions to Continue to Take:**

- Wash your hands for 20 seconds
- Use hand sanitizer
- Avoid shaking hands
- Disinfect frequently touched objects using a regular household cleaning spray or wipe
- Stay home when you are sick and avoid close contact with those who are sick
- Avoid touching your eyes, nose, and mouth.

Please continue to consult the University of Windsor information page found at:

<http://www.uwindsor.ca/coronavirus/>

Thank you for your patience as we continue to monitor this situation and adapt as necessary. All decisions are made in consultation with Deans and Senior Administration and are aimed at ensuring student interests are protected.

Should you have any questions please do not hesitate to contact our office ([gradst@uwindsor.ca](mailto:gradst@uwindsor.ca))