

## Academic Guidance for Students with COVID-19 Exposure

Students who are exposed to COVID-19 must follow the reporting and monitoring requirements outlined in Student Exposure to COVID-19 Protocol.

Students will be granted a temporary excused absence during an academic term from academic program requirements for absences related to personal quarantine or personal illness due to COVID-19. The granting of a temporary excused absence during an academic term ensures the academic standing of the student is not adversely impacted by the illness. A temporary excused absence does not exempt the student from course and/or program requirements for degree completion. A temporary excused absence is not the same as an official Leave of Absence under [Policy 02-70-030, Voluntary Leave of Absence, Excused Military Absence and Withdrawal](#).

Please contact your program director, campus associate dean or collective bargaining agreement for more information about program specific sick leave, use of PTO, and attendance policies.

In the event a student cannot complete course requirements as outlined in the syllabus, several options are available to the student:

1. If the student has been exposed to COVID-19 or presents mild to moderate symptoms they may be able to reschedule exams and other assessments consistent with the requirements of [Policy 02-70-045, Change in Scheduled Exams or Other Assessments](#). Students will now have two weeks to complete a rescheduled exam or assessment, instead of one week. Additional time may be permitted by the faculty of record in extenuating circumstances
2. If the student's illness substantially interferes with their ability to complete the coursework on time, the student should review the add/drop deadlines for the academic term and consider the following:
  - A student may be eligible to withdraw from a specific course that they cannot complete and may be eligible for a tuition refund according to the official University Refund Policy. Students should speak with their program director to understand the implications of course withdrawal and any impacts on student progress and time to degree.
  - A student may be eligible to withdraw from all courses within the academic term or take an official Leave of Absence from the university consistent with the requirements of [Policy 02-70-030, Voluntary Leave of Absence, Excused Military Absence, and Withdrawal](#) and may be eligible for a tuition refund according to the official University Refund Policy. Students should speak with their program director to understand the implications of withdrawing from the academic term or taking a Leave of Absence and any impacts on student progress and time to degree.

3. The faculty of record may grant an incomplete (I grade) for one or all courses the student has registered for in the academic term according to [Policy 02-70-020, University Grading](#).
4. Students should speak with their program director to understand the implications of withdrawing from the academic term or taking a Leave of Absence and any impacts on student progress and time to degree.
  - Students who have incomplete coursework related to COVID-19, faculty may issue an Incomplete (I) grade for the course. The deadline to complete Spring Term 2020 Incomplete (I) grades will be extended until the end of Fall Term 2020. The deadline to complete Summer Term 2020 Incomplete (I) grades will be the end of Fall Term 2020.
  - Once the coursework is completed, faculty should complete a Change of Grade Card and indicate that the reason for the incomplete was related to COVID-19. If the final grade is submitted by the above deadlines, the Office of the Registrar will assign the final grade, without the Incomplete (I) listed on the transcript.
  - Schools/ programs will temporarily modify unit level policies to ensure students will not be placed on academic probation and/or recommended for dismissal.
  - Exceptions will be considered on a case by case basis.

\*Note: PhD students who are members of Graduate Researchers United should consult the collective bargaining agreement for specific details about leave of absence and PTO.