



# Fall Semester 2020 Operating Plan

07.30.2020

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## INTRODUCTION

As Illinois moves into Phase Four of the “Restore Illinois” Public Health Approach to Safely Reopen our State, Governors State University (the “University” or “GSU”) will begin to bring some of our students, faculty, and staff back onto campus. As we plan for a "new normal," we are prioritizing the health and safety of the GSU community while focusing on providing high-quality instruction and advising, no matter the delivery platform.

As we transition into the fall semester, campus activities will look different not only from fall semesters of years past, but also in some ways from what we have become accustomed to over the spring and summer of COVID-19 containment measures. We continue to learn from what has worked so far, and to consult the vast and varied expertise on our campus. The times are unprecedented, and the campus has drawn on its history of innovation and flexibility to construct the Fall Semester 2020 Operating Plan (the “Operating Plan”) with its models of working and learning that meet campus needs.

This Operating Plan represents the framework within which decisions will be made. It identifies needs that must be met for the campus to function safely. The sections of the document include embedded links to units of university operations; click on these links for details of current operational guidelines, sources of assistance, and enforcement measures in place. Given the fluid nature of the pandemic and the potential for changing guidance from local, state, and federal agencies, the University needs a clear, flexible framework within which decisions are made to meet campus needs. As such, this Operating Plan is subject to future revision.

## GUIDING PRINCIPLES

- People First – GSU places the highest importance on the mental and physical health of our community members.
- Uphold GSU’s Core Values: *Investing in Student Success; Providing Opportunity and Access* to a first-class public education; *Serving as an Economic Catalyst* to the region; *Preparing Stewards of our Future; Demonstrating Inclusiveness and Diversity; and Promoting Quality of Life.*
- Recognize that flexibility is essential in the planning and delivering of a first-class education under COVID-19 conditions.
- Follow guidance protocols as established by University Park, the State of Illinois, and Federal Agencies.

## CONSISTENT COMMUNICATION

- Timely, accurate, and pertinent communication is essential to engaging our community in combating the spread of COVID-19 on our campus and continuing the academic, research, and service mission of our institution.
- Creating a sense of safety and security for our community is a key component of a successful return to campus. All campus stakeholders, including University administration, students, faculty, and staff share some responsibility for productive communication. Stakeholders must work together to understand new

protocols that impact the way people arrive at, move through, work/learn/research in, and utilize the spaces and amenities in and around the campus.

- Effective communication between decision-makers and all who use our buildings is an essential element in making the transition of bringing larger numbers of students, faculty, and staff back to campus.

## HEALTH AND SAFETY

### CLEANING AND DISINFECTING PROCEDURES

In alignment with public health recommendations and CDC response plans for [Institutions of Higher Education](#), Governors State University is taking measures to prevent community spread of COVID-19. The Emergency Response Team has developed enhanced cleaning and disinfection procedures for University units to follow during the COVID-19 public health situation. Their guidelines include:

- Enhanced Cleaning for **mitigation**.
- Enhanced Cleaning and Disinfection **after notification** of a confirmed case of COVID-19.

Details of this plan are found in the [GSU Campus Update FAQ](#) section and in [Appendix 1](#) of this Operating Plan.

### COUNSELING AND WELLNESS CENTER

The [Counseling and Wellness Center](#) at GSU empowers students, faculty, and staff with the tools, resources, and skills necessary to support healthy decision-making and promote mental health and wellbeing. The Counseling and Wellness Center is currently providing virtual health and wellness sessions via phone and/or video conferencing. Details on scheduling appointments and any changes to current operations will be posted on the [Center's website](#).

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

The [Human Resources Department](#) and the [Emergency Response Team](#) have developed guidelines for returning to campus that includes the following protocols for use of PPE:

- Employees will be required to wear face coverings when social distancing of 6 feet cannot be maintained, and at all times when they are in any indoor shared space (e.g., break rooms, kitchens, restrooms, open offices, classrooms, Hall of Governors).
- Students, vendors, visitors and others conducting business on University property will be required to wear face coverings when social distancing of 6 feet cannot be maintained, and at all times when they are in any indoor shared space (e.g., restrooms, open offices, classrooms, Hall of Governors).
- Posted signage at entrances to campus buildings will illustrate proper usage of PPE.

## ACADEMICS AND INSTRUCTIONAL DELIVERY

GSU has prioritized the health and safety of our students, faculty, and staff in developing guidance for Academics and Instructional Delivery. Proposals from the GSU Chapter of the University Professionals of Illinois Local 4100 are reflected in the guidance statements. College Deans, Chairs, and Program

Coordinators provided input based on knowledge of course and program learning outcomes. The Faculty Senate Executive Committee reviewed this Operations Plan and offered insights regarding faculty and student needs. The guidance statements in this section will be used by the academic areas to establish their program's plans for continuity of instruction for the Fall 2020 semester. Details will be provided to the students by their college, program coordinators and faculty, and their academic advisors.

## COURSE OFFERINGS

- Prioritize in-person instruction for courses with academic outcomes that cannot be measured or achieved virtually, such as performance, laboratory, studio, and clinical experiences.
- Implement hybrid modes of instruction for the foreseeable future for priority courses identified as needing some face-to-face instruction. Remote options should be planned for and available in the event that a rebound in local infections necessitates continued social distancing and to support vulnerable students and staff, students in quarantine or isolation, and students and staff who cannot physically return to campus.
- Implement remote modes of instruction for the foreseeable future for courses whose outcomes can be measured or achieved virtually.
- Establish course schedules to ensure that all outcomes requiring face-to-face instruction are completed prior to Thanksgiving break. The remainder of the semester will be conducted remotely.
- Develop specialized plans for courses and instruction that do not permit social distancing and/or involve activities of higher risk. Examples include dance, theater, performing arts, and health professions.
- Delivery decisions should include a plan for how credit hours are accounted for or earned. Should identify “in class” vs “homework” assignments. Remember for every 1 credit hour earned, there must be 15 hours of instruction.
- Faculty and division/department chairs will collaborate on course delivery decisions.

## MODIFICATIONS TO INSTRUCTIONAL DELIVERY

- Consider how students with underlying health conditions can be protected, and how the needs of students diagnosed with COVID-19 during the semester can be addressed, via the course's delivery. For example, determine if classes can have both synchronous and asynchronous delivery of content.
- Utilize the guidelines identified in the Center for Active Engagement and Scholarship (CAES) under Instructional Continuity Planning to develop remote teaching plans.
- Utilize a variety of online tools and strategies for remote course delivery (see CAES online readiness tutorials) and assessment. CAES will have test proctoring software available inside of Blackboard via Respondus by fall semester. The Testing Center has test proctoring software via Proctor360 for use outside of the learning management system (Blackboard).
- Expand hours of operation for Computer Connection Central (The CUBE - this includes the open lab areas and nine computer classrooms found on the second floor of D Building, adjacent to the Library) and for access to computers placed in the Hall of Governors and other open areas around

campus, to meet needs of students with varying work/family obligations and to account for reduced computer usage due to “social distancing” protocols.

- Advertise mobile hot spots accessible in West Parking Lot 1.

### CHHS - PRACTICUM/FIELDWORK/CLINICAL EXPERIENCES

- Develop specialized plans for students who are at increased risk due to the occupational nature of their studies. Examples include health professional students and students engaged in out-of-classroom or community-based instruction. Implement reasonable steps to assist students with maintaining adequate PPE, supervision, and other protections based on their risk.
- Identify protocols for students on appropriate fitting and use of PPE in a clinical setting and training on reduction of transmission of disease upon leaving clinical sites.
- Identify exceptions/waivers per guidance of national accreditors to clinical experiences such as use of simulations as an effective way to teach clinical skills without exposing students unnecessarily to the risk of COVID-19 infection.
- Details on how all of these elements will be addressed will be posted in the [College of Health and Human Services](#) webpages.

### LABORATORY NEEDS

- Determine laboratory capacity and adjust class size to account for safe spacing requirements.
- Identify protocols for social distancing during laboratory sessions; consider flex scheduling or flex teaching (50% remote/50% in person).
- Details on how all of these elements will be addressed will be posted in the [Division of Science, Mathematics, and Technology](#) webpages.

### PERFORMING ARTS

- Identify best practices in performing arts programs.
- Identify accommodations that must be made for students who are vulnerable due to health conditions to continue participating in performing arts courses and programs.

- Identify plans for audience attendance of student performances consistent with “Restore Illinois” Public Health Approach to Safely Reopen our State:

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating &amp; fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops, and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

- Identify exceptions/waivers per guidance of national accreditors to clinical experiences such as use of simulations as an effective way to teach clinical skills without exposing students unnecessarily to the risk of COVID-19 infection.
- Details on how all of these elements will be addressed will be posted in [Division of Arts and Letters](#) webpages.

### EXPERIENTIAL LEARNING: STUDENT TEACHING & FIELD EXPERIENCES

- Identify best practices for remote participation in teacher licensure program field experiences and student teaching.
- Identify accommodations that must be made for students who are vulnerable due to health conditions to continue participating in teacher licensure and/or performing arts courses and programs.
- Establish a process for apprising students of their roles and responsibilities regarding safety protocols when working in K-12 schools.
- Identify exceptions/waivers per guidance of national accreditors to clinical experiences such as use of simulations as an effective way to teach clinical skills without exposing students unnecessarily to the risk of COVID-19 infection.
- Details on how all of these elements will be addressed will be posted in [Division of Education](#) webpages.

### UNIVERSITY LIBRARY

- Library services will continue to operate remotely until further notice.



- Consult guidance provided by CARLI, the ALA, and other Library bodies regarding opening of Library physical spaces.
- The use of any re-opened spaces may be modified and will observe social distancing.
- Certain formerly-public areas may be restricted for library staff-use only, including stacks and/or study areas.
- Details on how all of these elements will be addressed will be posted in the [University Library](#) webpages.

### GRADUATE STUDIES/GRADUATE ADVISING

- Social distancing will be maintained in graduate research labs.
- Graduate students whose research has been disrupted by COVID-19 will be given extensions on the time limits for capstone completion/defense.
- Identify procedures in place to minimize disruption to student progress toward degree completion, which includes remote academic advising and degree planning; faculty capstone advisor interaction; and continuity of progress in the event the faculty advisor becomes ill and unable to adequately guide student to capstone completion.
- Graduate research needs are unique to each program. Graduate students are encouraged to work with their Academic Advisor and Program Coordinator to address degree completion requirements.

### UNDERGRADUATE ACADEMIC ADVISING CENTER (UAAC)

The [Undergraduate Academic Advising Center](#) (UAAC) is currently offering remote advising sessions.

- Advising sessions can be scheduled via email at [advising@govst.edu](mailto:advising@govst.edu), phone, or [GSUStar](#).
- Please consult the [UAAC website](#) for additional information. The Center is located in the C wing of the main campus – C3385.

### ACADEMIC RESOURCE CENTER

The University [Academic Resource Center](#)(ARC) provides students with the necessary tools for success. Services include tutoring, the writing center, disability services, pathways to academic recovery, and a GS2U Student Success workshop series.

- Since March 2020 all ARC services have been available remotely; consult [website](#) for updates on face-to-face assistance opportunities.
- [Student Disability Services](#) eligibility appointments are currently available remotely.
- Tutoring in Mathematics, Science, and Business are available online via appointment at [mywconline](#).

## CENTER FOR THE JUNIOR YEAR AND CAREER SERVICES

The Center for the Junior Year (CJY) engages and empowers students in exploring and clarifying their interests and goals, overcoming personal and academic challenges, and connecting to campus resources and opportunities.

- Hours of operation for Peer Mentors virtual sessions are posted in CJY website.

The Career Services Office provides pathways to personal and professional fulfillment.

- Most services and resources are accessible via Career Services website.
- Hours of operation and details on accessing a virtual front desk assistant during the posted hours are provided in their website.

## CAMPUS OPERATIONS

### SPACE USE/DENSITY MONITORING

The Human Resources Department and the Emergency Response Team document *Fall 2020 Working Protocols and Guidelines* found in Appendix 2, details considerations for space use and density monitoring. The following considerations guide plans to maintain social distancing, minimize touchpoints, and manage potential contamination of the workplace:

- Work with Facilities to identify classroom capacity and share with 25Live classroom scheduling staff for use in classroom assignments, taking into account CDC guidelines for required space per person for effective social distancing.
- Input room reservation requests into 25Live scheduling system for reservations outside of academic classroom requests, taking into account CDC guidelines for required space per person for effective social distancing. Space will be assigned on a priority basis.
- Reconfigure all meeting and conference rooms to comply with social distancing; whenever possible use video or web conferencing software in lieu of face-to face meetings.
- Use adequate signage and floor markings to comply with social distancing guidelines for all reception areas, offices, elevators, and open spaces.
- Follow social distancing guidelines by limiting elevator occupancy to one (1) person on main campus – Prairie Place will identify elevator guidelines specific to Prairie Place.
- Work from home for employees who can perform their job duties remotely to reduce the density of personnel consistent with University requirements.
- Identify and implement an employee training on safety expectations and protocols.
- Encourage self-reporting for employees infected by the Coronavirus via the Coronavirus (COVID-19) Self-Reporting Form.

## FACULTY

- Examine guidance document negotiated between UPI and the University (see [Appendix 3](#)).
- Encourage self-symptom monitoring daily via use of the [Screening Questionnaire](#).
- Participate in mandated employee COVID-19 training on safety expectations and protocols.
- Wear face coverings on campus, when social distancing of 6 feet cannot be maintained, and at all times when in any indoor shared space.
- Encourage use of web or video conferencing tools for meetings, even if participants are on campus; observe social distancing protocols for any on campus, face-to-face meetings.
- Consider asynchronous instructional strategies when delivering content remotely to meet the needs of students who may become ill due to the COVID-19 virus.
- Monitor updates to the [Faculty and Staff page for COVID-19](#). A summary of COVID-19 updates will be publicized monthly in the Agora.

## STAFF

- Work with supervisor to determine staffing needs and a reporting schedule that should include flex or rotating days' schedule if approved by your supervisor.
- Supervisors should develop plans for cross-training staff in case of illness or absence to maintain consistent University operations and services.
- Encourage self-symptom monitoring daily via use of the [Screening Questionnaire](#).
- Participate in mandated employee COVID-19 training on safety expectations and protocols.
- Encourage use of web or video conferencing tools for meetings, even if participants are on campus. Implement social distancing protocols for any on campus, face-to-face meetings.
- Wear face coverings on campus, when social distancing of 6 feet cannot be maintained, and at all times when in any indoor shared space.
- Monitor updates to the [Faculty and Staff page for COVID-19](#). A summary of COVID-19 updates will be publicized monthly in the Agora.

## STUDENTS

- Encourage self-symptom monitoring daily via use of the [Screening Questionnaire](#).
- Wear face coverings on campus, when social distancing of 6 feet cannot be maintained, and at all times when in any indoor shared space.
- Participate in the mandated student COVID-19 online training module on safety expectations and protocols.

- Follow posted directions and floor guides when using campus services that include, but not limited to services such as Admissions, Financial Aid, the Cube, and the Undergraduate Academic Resource Center.
- Monitor updates to the [Student page for COVID-19](#). A summary of COVID-19 updates will be publicized monthly in the Agora.

## TRAVEL

- University-sponsored domestic travel will be highly restricted, with few exceptions to be evaluated on an individual basis based on current CDC and IDPH health and safety guidelines.
- No University-sponsored international travel will be approved until further notice.
- The University does not impose restrictions for personal travel undertaken by employees with the U.S. or abroad. Staff members who are planning travel are encouraged to discuss their travel plans with their supervisors in advance to appropriately coordinate the impact of such travel.
- The University has suspended programs abroad for the fall semester.
- Individuals are encouraged to limit travel during the fall semester to mitigate the risk of a COVID-19 outbreak on campus.

## CAMPUS VISITORS

- Visitors are discouraged from coming into campus buildings while operating under COVID-19 conditions.
- The [Nathan Manilow Sculpture Park](#) website has guidance on safely visiting under COVID-19 conditions.
- Students may not host visitors or guests during fall semester.
- Admissions tours will be adapted to maintain social distancing for spaces on campus and student and guest numbers will be capped.

## CAMPUS EVENTS

- Events meeting the Restore Illinois guidelines for gatherings in Phase 4 (currently 50 people or fewer) may occur on-campus if such events receive prior approval and have written plans and procedures to utilize current CDC and IDPH guidance for face coverings, hand hygiene, and social distancing.
- All on campus events, designed for both internal and external constituencies, must secure prior approval from the Events Office in consultation with the [Campus Emergency Response Team](#).

## CENTER FOR STUDENT ENGAGEMENT AND INTERCULTURAL PROGRAMS

- The [Center for Student Engagement and Intercultural Programs \(CSEIP\)](#) promotes a sense of belonging and connectedness through campus programming, leadership development, intercultural

education and service learning as partners with all campus community members. Collectively this unit provides students with holistic programs and activities to enhance the collegiate experience of all students.

- CSEIP will provide guidance on how service-learning projects can be safely conducted following all local, state, and federal guidelines under COVID-19 health conditions.
- Fall 2020 student programming will be adjusted to meet University Park, the state of Illinois, and Federal agency guidelines.
- Please engage in continuous monitoring of the [CSEIP website](#) for information on current student events.

## FOOD SERVICE OPERATIONS

- [Jaguar Dining Center](#) will be open fall semester.
- [Restaurant and dining regulations](#) issued by the State of Illinois will be followed.
- Details on campus dining are available on their [website](#).

## GSU FOOD PANTRY

- The [GSU Food Pantry](#) continues to operate under COVID-19 conditions.
- The GSU Food Pantry offers non-perishable and perishable food, including produce, meat, and dairy, as well as toiletries and over-the-counter medication to GSU students and their families.
- Consult the [pantry website](#) for hours and for assistance in applying for SNAP benefits.

## BOOKSTORE OPERATIONS

- [The Follett Bookstore](#) will be open during Fall semester.
- The retail regulations issued by the State of Illinois will be followed.
- Details regarding hours of operation and products available are posted on their [website](#).

## UNIVERSITY HOUSING

- [Prairie Place](#) will be open for Fall 2020.
- Residents will be assigned move in times beginning the week of August 24, 2020. Two guests will be allowed to help during the move-in process.
- After move-in is complete, guests will not be allowed.
- Semi-suite rooms will remain at full occupancy per IBHE guidance.
- Appropriate signage will be posted throughout the building to discourage students from congregating.

- All semi-suites and apartments will be provided with proper signage covering cleaning and hygiene.
- Students will be required to wear face coverings in shared kitchens, lounges, and lobby area.
- Updates due to COVID-19 conditions, will be posted on the [Prairie Place COVID-19 webpages](#).

## ATHLETICS AND RECREATION

- Governors State University Athletics plans to reopen in the Fall of 2020 in accordance with the NAIA, CCAC, and CDC guidelines. For the latest, up to date information please visit <http://www.gsuaguars.com>.
- The [Campus Recreation and Fitness Center](#) will post details regarding operating under COVID-19 conditions on their [website](#).

## CAMPUS TRANSPORTATION

- Promote safe and healthy ways to commute to and from the campus.
- Identify changes/modifications to [Metra Schedule](#) coming to University Park Station.
- Adjust [GSU shuttle bus schedule](#) to include more frequent runs to station to make up for limited seating due to social distancing restrictions.
- The campus shuttle bus will be cleaned throughout the day by shuttle drivers.

## CAMPUS SAFETY

- While operating under COVID-19 conditions the [Campus Police Department \(CPD\)](#) reiterates their commitment to their mission of protecting life and property; to identify and prevent any criminal activity that may occur; to apprehend and assist in the prosecution of any person who commits a crime on our campus; and to seek to identify community problems and solutions to those problems, so as to improve the overall quality of life in this community.
- The values of the CPD accomplish their mission: provide a safe environment in which the community can work and live; provide service to all in a manner that demonstrates respect and dignity for each person; recognize that we serve a diverse community; treat all persons fairly and equally; and provide a strong commitment for the development of our employee's knowledge, training, abilities, and professionalism.
- The CPD is located at C1375 in the main building. The department provides a full range of police services 24 hours a day, throughout the year.
- Campus alerts, changes to campus hours, and information on how to report an incident are posted on the [CPD website](#).

## ACKNOWLEDGEMENTS

- Center for Active Engagement and Scholarship Office @GSU Document: CAES – A Professional Development Framework
- Facilities @GSU Document: COVID-19 Mitigation: Enhanced Cleaning and Disinfection Protocols
- Human Resources @GSU Document: Return to Campus Guideline Protocols
- Illinois Board of Higher Education Document: Higher Education in Illinois – Safely Launching Academic Year 2020
- Provost Office @GSU Document: GSU Fall 2020 Instructional Continuity Checklist
- State of Illinois Corona Virus Response website: [Restore Illinois](#)
- University Professionals of Illinois 4100, GSU Chapter: MOU on COVID-19 Related Issues

## APPENDIX 1

### COVID-19 MITIGATION: ENHANCED CLEANING AND DISINFECTION PROTOCOLS

In alignment with public health recommendations and [CDC response plans for Institutions of Higher Education](#), [Governors State University](#) is taking measures to address the community spread of COVID-19, which includes undertaking enhanced cleaning and disinfection procedures. [The Emergency Response Team](#) has developed enhanced cleaning and disinfection procedures for University units to follow during the COVID-19 public health situation. Visit our [website](#) to see all the latest updates.

1. Enhanced cleaning and disinfection for mitigation
2. Enhanced cleaning and disinfection after notification of a confirmed case of COVID-19

#### 1. ENHANCED CLEANING FOR MITIGATION

##### A. General guidance:

Increase the frequency of cleaning and disinfecting, **focusing on high-touch surfaces**, such as public restrooms, exercise rooms, library tables, elevator buttons, handrails, tables, faucets, doorknobs, shared toys, and shared keyboards. Increased frequency of cleaning and disinfecting following CDC cleaning and disinfecting to slow spread of flu with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.

Practice good hand hygiene after cleaning (and always!):

- i. Wash hands often with soap and warm water for at least 20 seconds.
- ii. If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 70% alcohol.

##### B. Safety guidelines during cleaning and disinfection:

- i. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
- ii. Wear eye protection when there is a potential for splash or splatter to the face.
- iii. Store chemicals in labeled, closed containers. Keep them in a secure area away from children and food. Store them in a manner that prevents tipping or spilling.

##### C. Cleaning and disinfection of surfaces:

- i. Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection.
- ii. Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g., coughing, sneezing) was present.
- iii. Use an EPA-registered disinfectant for use against the novel coronavirus.
- iv. Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment).
- v. Consult manufacturer recommendations on cleaning products appropriate for electronics. If no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol. Use of alcohol-based products may reduce risk of damage to sensitive machine components.



Whenever possible, consider using wipeable covers for electronics. Dry surfaces thoroughly to avoid pooling of liquids.

- vi. For soft (porous) surfaces such as carpeted floor, rugs, and drapes:
  - Remove visible contamination (if present) and clean with appropriate cleaners indicated for use on these surfaces.
  - After cleaning, launder items (as appropriate) in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
  - If laundering is not possible, use an EPA-registered disinfectant for use against COVID-19.
- vii. If a COVID-19 case is confirmed in the GSU community, University units are required to follow the guidance *Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19* outlined in this document.

## 2. ENHANCED CLEANING AND DISINFECTION AFTER NOTIFICATION OF A CONFIRMED CASE OF COVID-19

This protocol is for cleaning and disinfection of areas where a person with COVID-19 spent time in University spaces. It is applied *from 48 hours prior to the onset of symptoms until seven days have passed* since the person was present in a University space. This protocol follows CDC Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility.

After notification of a person with confirmed COVID-19 on GSU campus, the following cleaning and disinfecting protocol will be followed:

- A. Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis. The cleaning scope will be implemented based on the risk of potential contamination as determined by the Emergency Response Team, in coordination with the impacted department and Facilities Development and Management.
- B. Environmental Health and Safety staff will do the following (as applicable):
  - i. Communicate in writing the scope of cleaning to GSU Facilities or other department responsible for cleaning.
  - ii. Identify areas that require restricted access during and immediately following enhanced cleaning.
  - iii. Communicate with impacted department(s).
  - iv. Coordinate with building coordinators/managers.
  - v. Notify GSU Campus Community of all areas undergoing Enhanced Cleaning and Disinfection.
- C. When cleaning and disinfecting rooms with increased surface area due to a large number of desks, tables, and other furniture, and where a spray application of disinfectant is needed, FDM will notify the building occupants in advance if the spraying will occur during normal work hours. Advance notice allows the building occupants to be apprised of the schedule for disinfection of the space and any areas that may require restricted access during cleaning.
- D. The cleaning crew will:
  - i. Follow the *Enhanced Cleaning for Prevention* guidance outlined in this document.
  - ii. Open windows to the outside to increase air circulation, if possible.
  - iii. If possible, wait 24 hours after the ill person was present in a space prior to beginning cleaning and disinfection.
  - iv. If an outside contractor is used for cleaning and disinfection, the proposed scope of work, including the products and their respective safety data sheets (SDSs), and application methods must be

reviewed by EH&S prior to work commencing.

- E. Wear the required personal protective equipment (PPE) during cleaning and disinfecting:
- i. Disposable gloves, or a lab coat to protect contamination of clothing.
  - ii. Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant.
  - iii. All staff must be fully trained on donning and doffing required PPE to prevent cross contamination.

## **RESOURCES**

- [CDC response plans for Institutions of Higher Education](#)
- [CDC recommendations for confirmed or suspected cases of COVID-19 in healthcare settings](#)
- [CDC recommendations for confirmed or suspected cases of COVID-19 in households](#)
- [CDC cleaning and disinfecting to slow spread of flu](#)
- [CDC Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility](#)
- [Persistence of Coronaviruses on Inanimate Surfaces and their Inactivation with Biocidal agents](#)

Last reviewed: May 14, 2020

## APPENDIX 2

### FALL 2020 WORKING PROTOCOLS AND GUIDELINES

Governors State University is committed to the safety and well-being of each community member. The following protocols and guidelines address employees working on campus. Recognizing that this is a rapidly evolving situation and there may be unique challenges to be addressed, employees and supervisors should follow these guidelines when returning employees to on-site working. These protocols and guidelines are based on the best public health information available and will be amended as further guidance is received. To stay current or seek clarifications regarding the protocols and guidelines, visit the [GSU COVID-19 website](#) or contact Human Resources at 708-534-4100.

All employees are expected to comply with the protocols and guidelines outlined in this document. Failure to do so jeopardizes the safety and well-being of our students and colleagues, and may result in corrective or disciplinary action.

**Work remotely if you can** - For offices where work can be done remotely, employees who can perform their job duties remotely are encouraged to do so through the end of the fall semester. However, employees must receive required approval from their supervisor consistent with GSU policy prior to remotely performing their job duties.

#### **When employees wish to work remotely, supervisors should:**

Discuss the terms of work and expected work product and reach an agreement which is put in writing and signed by both parties. Must complete a [Telecommuting Agreement](#) and provide a copy of Human Resources.

#### **When employees need or wish to work on campus for any part of a week supervisors should:**

Prepare a rotational schedule, scheduling employees in full day increments and staggering start- and end-times for employees to decrease the number of people on campus in a given day.

#### **Before any work on campus, supervisors and employees must:**

- Complete a brief training module addressing safety expectations and protocols. Access to the training will be sent to employees via their GSU email accounts. Those employees whose jobs required them to work on campus prior to Fall Semester 2020 must still complete the training. Information on training module will be provided by Human Resources (HR). HR will notify campus supervisors once it is available.
- Perform a self-assessment each day, before coming to campus for work, answering the following questions:
  - *Do I have a cough?*
  - *Do I have a fever?*
  - *Do I have chills?*
  - *Do I have an unusual persistent headache?*
  - *Do I have shortness of breath or difficulty breathing?*
  - *Do I have loss of taste or smell?*
  - *Do I have any new respiratory problems (e.g., wheezing, congestion)?*
  - *Do I have abdominal discomfort?*

**If the answer to any of these questions is “yes,” employees should notify their supervisor and not come to campus.**

- Health screenings prior to the start of work may help identify infections and prevent further spread. Employees will be asked to self-screen for symptoms each day by following the CDC guidelines and recommendations.
- Any employee experiencing symptoms should not report to work and should immediately contact a healthcare provider for possible COVID-19 testing.
- Employees who feel well enough to work from home can do so. Otherwise, employees should utilize available sick leave benefits. Employees who are sick should not come to campus to work until at least 14 days have passed since the symptoms first appeared.

**Employees who have been diagnosed with COVID-19:**

- Must self-report immediately via the [Coronavirus \(COVID-19\) Self-Reporting Form](#). GSU
- Human Resources and co-chairs of the Emergency Response Team will maintain confidentiality.
- Employees who have tested positive for COVID-19 or have been diagnosed with COVID-19 shall be provided possible COVID-19 leave options under the [Family First Coronavirus Response Act FFCRA](#).
- In addition, employees will be required to provide a doctor’s note which provides clearance to return to campus at the appropriate time.

**Employees who have had any close contact with someone who has a lab-confirmed or presumptive COVID-19 diagnosis:**

Should also complete the [Coronavirus \(COVID-19\) Self-Reporting Form](#) and should not come to campus until cleared by a medical provider or after 14 days self-quarantine.

**PPE requirements and distribution:**

**Face Coverings**

- Face coverings are required to enter a building. This requirement is consistent with Governor Pritzker’s Executive Orders and recommendations from the Centers for Disease Control and Prevention (CDC). The CDC advises the use of a face covering to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. The University will be providing two cloth face coverings per person for staff, faculty, and students.
- Any vendors, visitors, or others conducting business on University property will be required to wear a face covering.
- Employees will be required to wear face coverings when social distancing of at least 6 feet cannot be maintained, or when they are in indoor shared spaces (e.g., break rooms, kitchens, restrooms, open offices) even if they are alone.
- Employees and supervisors are expected to practice patience, be reasonable, and work together to resolve issues or concerns with the use of face coverings. If an employee is represented by a union, supervisors must consult with Human Resource before implementing any resolutions to employee concerns.
- In the event that a resolution with an employee cannot be reached, supervisors/managers must consult with Human Resource before making any final decisions.
- Employees who cannot wear face coverings because of underlying medical conditions should notify their supervisor and Human Resources. The employee should continue to work from home. Human Resources

will engage in an interactive process with the employee and their department/unit to determine any reasonable accommodations that might be necessary to assist the employee in performing their job.

### **Hand Sanitizer/Disinfectant**

- Employees should wash their hands frequently, and particularly after coughing, sneezing, or using the restroom.
- The University will provide hand sanitizer and some disinfecting products (e.g., spray bottle with disinfectant and paper towels) for employees to self-clean their work areas. These common PPE and disinfecting products will be provided at no cost for General Revenue units/operations.
- To obtain PPE and disinfecting products, Unit Heads/Director/Chairs should request supplies from ERT by email [ERT@govst.edu](mailto:ERT@govst.edu) for the entire offices/unit area and distribute as necessary. Employees should not request disinfecting products for individual offices or workspaces.
- For those units that need products beyond what the university carries, units should procure items as they normally would.
- Hand sanitizer stations have been placed near the entrances to all buildings. Offices can order bottled hand sanitizer as noted above.
- Disinfectant spray will be provided in all computer labs and other high-touch/high-traffic offices and spaces. Offices overseeing these areas can order disinfectant spray as noted above.

### **Cleaning and sanitation**

#### **General cleaning**

- The University will undertake reasonable efforts to clean University buildings on a daily basis in accordance with CDC guidelines utilizing appropriate cleaning supplies. Daily cleaning will primarily focus on common spaces and include wiping down high-touch areas including door knobs, sinks, water fountains and elevator buttons.
- Office trash collection may also be centralized where feasible to minimize the need to enter individual office areas, and provide more time for common area sanitizing efforts. More details will be coordinated with office areas as plans are developed.
- Employees should be sure to wipe down their workspaces on a regular basis.

#### **Restrooms**

- The University will undertake reasonable efforts to clean campus restrooms on a daily basis in accordance with CDC guidelines utilizing appropriate cleaning supplies. Employees should wash their hands thoroughly.
- Restrooms without air dryers will have a trash can have placed by the entrance/exit door. When it's not possible to leave a door open, employees should open the door with a paper towel and place the paper towel in the trash can upon exiting.
- Brushing teeth and shaving in University restrooms is prohibited.

### **Workspace Areas/Shared Spaces including conference rooms, offices, reception areas, lounges, break rooms and kitchens**

#### **Private Workplaces**

- With the exception of private offices or workspaces where social distancing of at least 6 feet is possible, face coverings must be worn at all times.

- Employees should be sure to clean any surfaces (e.g., tables) before others visit their offices or workspaces.

### **Meeting/Conference Rooms, Waiting Areas**

- Employees are strongly encouraged to continue using video or web conferencing when holding meetings, even when employees are working on campus. If meetings are held in person, physical distancing must be followed and no more than 10 people may be present in the meeting.
- Meeting and conference rooms should be used sparingly and only in compliance with guidelines.
- All meeting and conference rooms must be configured to comply with physical distancing. Employees are encouraged to continue video or web conferencing when holding meetings.
- The University will take reasonable steps to put tape on the floor of all reception areas and offices that complies with physical distancing guidelines, and the University will take reasonable steps to display physical distancing signage.
- High-touch items such as pens or magazines must be removed from waiting areas.
- Interior doors should remain open during business hours to the greatest extent possible (to avoid the need to use door handles/knobs). If door stops are needed, please submit a request to FDM.
- Face coverings must be worn.

### **Food Consumption/Break Rooms**

- Employees are encouraged to limit the use of public spaces such as lounges and break rooms.
- Food consumption should take place in a person's individual workspace or outdoors in a manner compliant with physical distancing. Employees should always wash their hands before and after eating.
- Disposable utensils must be used in kitchens. Reusable items (e.g., flatware, dishes, cups) should not be used.
- The use of communal microwaves, coffee pots and toasters is discouraged.
- Food and drink in refrigerators should be clearly marked with the person's name and removed at the end of each day.
- Employees should not share food, including condiments and creamer.

### **Library**

- Library facilities are closed until further notice.
- Research assistance is available through email, online chat and phone.
- Requests to arrange no-contact check-out and pick up of materials will be fulfilled if feasible.
- Non-circulating materials will be digitized upon request when possible.
- Appointments may be made to access distinctive collections.

### **Building access, elevators, and stairwells**

- Most buildings will be unlocked during business hours.
- Employees should not invite unnecessary visitors to campus.
- No more than one person should enter an elevator at any one time. (Prairie Place will have different guidelines.)
- Face coverings must be worn in elevators. Employees should wash their hands or use hand sanitizer as soon as possible after exiting elevators.
- Use the stairs if possible and only touch handrails when necessary. If handrails are used, employees should wash their hands or use hand sanitizer as soon as possible after exiting stairwells.

- Where possible, signage will be placed on each floor next to stairwells designating it as “up” or “down.” (FDM and ERT will take the lead on designating the directional flow of stairwells.)

## APPENDIX 3

### UNIVERSITY PROFESSIONALS OF ILLINOIS MEMORANDUM OF UNDERSTANDING ON COVID-19 RELATED ISSUES

This Agreement is entered into by and between Governors State University (the “University”) and the University Professionals of Illinois, IFT-AFT, Local 4100 (the “Union”) (collectively referred to as the “Parties”) on the date set forth below.

#### I. **Preamble**

The purpose of this Agreement is to memorialize the understandings reached between the Parties regarding how the extraordinary circumstances resulting from the COVID-19 pandemic affect the existing collective bargaining agreement. Neither party is attempting to use the COVID 19 pandemic as a way to leverage any advantage. The Parties note that, because the pandemic has created a dynamic situation, further bargaining may be needed to address future developments. In addition, situations that emerge in the move to remote learning may require further bargaining.

#### II. **General Terms**

Unless modified by this Agreement, all terms of the Parties’ current collective bargaining agreement remain in place.

#### III. **Moving to online instruction/learning**

- A. The Parties acknowledge that moving classes currently offered in-person to remote learning platforms without utilizing the established course approval process is a temporary measure in response to the pandemic. Should the University determine that it would like to increase its online course offerings following the pandemic, any new course offered on-line must first be approved as an on-line course through the University’s existing course approval process.
- B. For any course that was offered as an in-person class prior to the University’s COVID-19 pandemic response that is transitioned to remote delivery for the duration of the University’s response, the faculty member’s intellectual property rights to the course materials the faculty member developed for a remote delivery modality are the same as the intellectual property rights the faculty member had in the course materials developed for the in-person class offering. In short, the materials will be treated as in-person class materials for the purposes of intellectual property rights.
- C. Both the University and the faculty have an obligation under the Federal Educational Rights and Privacy Act (FERPA) to protect the privacy of certain educational records of their students and neither the University nor the faculty should be negligent in fulfilling that obligation. Therefore, during this pandemic response period in which classes and other University-offered student services are being offered on-line at unprecedented levels, often on non-University owned equipment, both the University and the faculty members will take all reasonable efforts to fulfil their FERPA obligations. In the event, despite the University’s and/or faculty member’s reasonable efforts, a



data breach occurs, the University will hold the faculty member harmless for such breach.

**IV. Moving to online work for Academic Support Professionals (ASPs)**

- A.** Both the University and ASPs have an obligation under the Federal Educational Rights and Privacy Act (FERPA) to protect the confidentiality of certain educational records of their students and neither the University nor ASPs should be negligent in fulfilling that obligation. Therefore, during this pandemic response period in which classes and other University-offered student services are being offered on-line at unprecedented levels, often on non-University owned equipment, both the University and the ASPs will take all reasonable efforts to fulfil their FERPA obligations. In the event, despite the University's and/or the ASP's reasonable efforts, a data breach occurs, the University will hold the ASP harmless for such breach.
- B.** ASPs who work remotely will submit a brief plan to their supervisor describing how they intend to do their job remotely.

**V. Time Reporting**

Bargaining unit members will complete timesheets appropriate to their position in accordance with the University procedures in use during the period of the COVID-19 pandemic response.

**VI. Performance Evaluations**

- A.** Given the extraordinary circumstances of the pandemic, the University will consider SEIs for the current semester only if the faculty member chooses to have the results considered. Unless the faculty member submits the results in their evaluation portfolio, SEIs for Spring 2020 will not be considered for performance evaluations, reappointment, tenure, or promotion.
- B.** The Parties will continue to discuss how to address the University Personnel Committee's (UPC) review of the 6<sup>th</sup> year faculty evaluation portfolios and the schedule of ASP evaluations taking into account the length of any government issued Stay-at-Home Order.
- C.** If no peer evaluation had taken place before the faculty started working remotely, the University shall waive the requirement for peer evaluation as required in Division Criteria for evaluations that occur during FA2020 and SP2021, for those faculty members. If a peer evaluation had taken place, the peer evaluation shall be submitted along with the other evaluation materials.
- D.** If a member of the faculty had a conference presentation and/or paper accepted and the conference was cancelled due to the COVID-19 pandemic, the University shall credit the faculty member as if the presentation and/or paper had been given. In the visual and performing arts, if a faculty member had a gallery show or performance cancelled due to the pandemic, the University shall credit the faculty member as if the show or performance had taken place. The University may request that the faculty member submit appropriate documentation that the presentation/paper was accepted or the

- show/performance was scheduled and the conference, show or performance was cancelled as a result of the COVID-19 pandemic.
- E. If a faculty member had an external service event or activity scheduled that was cancelled due to the pandemic, the University shall credit the faculty member as if the event or activity took place. The University may request appropriate documentation demonstrating that the event or activity was scheduled, that the faculty member planned to attend, and that the event or activity was cancelled as a result of the COVID-19 pandemic.
  - F. In the event the conference, show, performance, event or activity referenced in paragraphs C. and D. above are rescheduled in a subsequent evaluation period and the faculty member participates as originally planned, for evaluation purposes the faculty member's participation will be treated as if it occurred on the originally scheduled date(s).

**VII. Tenure**

Tenure track faculty who were evaluated for years 1-5 in Academic Year 2019-2020 may request one additional year to achieve tenure. All requests for an additional year must be in writing to the Provost or designee and must be received by September 1, 2020. All requests so submitted will be granted. A faculty member granted the additional year will be evaluated at the same evaluation year in Academic Year 2020-2021 as they were in Academic Year 2019-2020.

**VIII. Travel Funds**

The University will not seek reimbursement from bargaining unit members for non-refundable conference or travel expenses paid by the University that were cancelled as a result of the COVID-19 pandemic. However, in the event the bargaining unit member receives a credit for a non-refundable conference or travel expense, the faculty member must reimburse the University for the amount of the credit received unless the credit is used for future University-related conference or travel expenses. The University will not seek reimbursement for a credit received by the bargaining unit member that must be used within a specified period of time and the bargaining unit member is unable to use the credit before the time period ends.

**IX. Sick days**

In the event a bargaining unit member is unable to work because: 1) the bargaining unit member has been diagnosed with COVID-19; 2) the bargaining unit member is experiencing symptoms of COVID-19 and is awaiting a diagnosis; or 3) the bargaining unit member has been advised by a health-care provider to self-quarantine due to COVID-19 concerns, the bargaining unit member will continue to be paid their regular rate of pay without having to use benefit time until they have been cleared to return to work by a health-care provider.

**X. Returning to Regular Operations**

- A. The University will consult with the Union as it considers returning to regular operations.

- B. The University will clean and disinfect all campus facilities (including classrooms, labs, and faculty offices) in accordance with CDC guidelines before returning to regular operations.
- C. If the University returns to regular operations, and a bargaining unit member is unable to return to work for reasons set forth in Section IX above, the University will allow the bargaining unit member to work remotely, if the bargaining unit member is able to do so.

SIGNED BY:

**Governors State University  
Chapter of UPI**

By: Sandi Estep

Date: 4/4/2020

**University Professionals of Illinois,  
IFT-AFT, Local 4100**

By: John Miller

Date: 4/5/2020

**Governors State University**

By: Rosemary E. Johnsen

4/7/2020

**APPENDIX 4**

**TEMPORARY POLICY ADJUSTMENTS DUE TO COVID-19 PANDEMIC**

<b>4-16-2020 Faculty Senate Discussion</b>	
<b>URL</b>	<a href="https://www.govst.edu/registrar/">https://www.govst.edu/registrar/</a>
<b>Grading Policy Adjustment</b>	<p><b><u>UNDERGRADUATE STUDENTS ONLY</u></b></p> <p><b>Pass/No Credit Grade Options</b></p> <ul style="list-style-type: none"> <li>• Students can request to change their course grade option from a letter grade to a grade of P (pass)/NC (no credit) for any GSU approved <u>General Education course</u> or for any program elective course.</li> <li>• Students must meet with their Academic Advisor prior to making this decision. This request must take place prior to <u>May 1, 2020 for Spring 2020 semester, and prior to August 3, 2020 for Summer 2020 Session</u>. The student, in consultation with their Academic Advisor, will make the decision if the request to switch to a P/NC grade is in their best academic interest. If approved by the Academic Advisor, the advisor will inform the University Registrar of this decision.</li> <li>• Although the Junior Seminar and Senior Capstone courses are part of the GSU General Education curriculum, they are also program level courses required for degree completion. A request for a P/NC grade for either of these courses must be approved by the Program Coordinator and the course instructor. The request must be made prior to or by <u>May 1, 2020, for spring semester, and by August 3, 2020, for summer session</u>.</li> <li>• By selecting the P/NC option a grade of P will be posted for letter grades of A, B, or C. Grades of D or F will be posted as NC for the <u>General Education</u> courses. Program level courses may have accreditation requirements that identify different letter grades as equivalent to a pass (e.g. A or B will = Pass; C-F = No Credit). When seeking approval for the P/NC option for <u>program level courses</u> as identified in Policy 26, the student should be aware of these variances.</li> <li>• Courses taken as Pass/No Credit will meet pre-requisite requirements for upper level courses and permit students to enroll in such courses with a grade of “P” so as not to lengthen progress toward degree completion. This is</li> </ul>

	<p>consistent with the joint Guidance Statement of the Illinois Community College Board (ICCB), the Illinois Board of Higher Education (IBHE), and the Illinois Articulation Initiative (IAI) regarding transfer of IAI coursework during COVID19 outbreak</p> <ul style="list-style-type: none"> <li>• GSU transcripts will include information on the transcript key to indicate the extraordinary circumstances encountered in the Spring 2020 semester and Summer 2020 Session.</li> </ul>
<b>Withdrawal Policy Adjustment</b>	<p><b><u>GRADUATE AND UNDERGRADUATE STUDENTS</u></b></p> <ul style="list-style-type: none"> <li>• Beginning Tuesday, April 13, 2020, students will have the ability to withdraw from a Spring 2020 class as identified in <a href="#">Policy 6</a>. Students should consult with their Academic Advisor prior to taking this action. The deadline to withdraw from individual spring 2020 classes has been extended to <b>Friday, May 1, 2020, at 8 a.m.</b></li> <li>• Instructions for making this request, as well as a FAQ reference, are provided on the <a href="#">Office of the University Registrar website</a></li> </ul>
<b>Incomplete Grade Adjustment</b>	<p><b><u>GRADUATE AND UNDERGRADUATE STUDENTS</u></b></p> <ul style="list-style-type: none"> <li>• The process for requesting a grade of <i>Incomplete</i> will remain as stated in <a href="#">Policy 26 section E</a>, with the exception of expanding the due date. Your course instructor will set the due date, which can be set beyond the typical two-weeks after the last day of the term.</li> <li>• In the event that the incomplete course work cannot be completed by the posted date agreed upon between the student and course instructor, the student must request an <i>extended incomplete</i>, with a new end date for the extended incomplete identified by the course instructor. All incompletes must be changed to a letter grade prior to graduation.</li> </ul>
<b>Probation</b>	<ul style="list-style-type: none"> <li>• Students on probation during Spring 2020 semester, will be allowed to take courses as Pass/No Credit and <u>extend their probationary period by one semester</u> (through fall semester 2020).</li> </ul>
<b>Procedures</b>	<p>See FAQ and Quick Guide Document posted in <a href="#">University Registrar webpages</a></p>

# Temporary Policy Adjustments in Response to COVID-19

April 16, 2020

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## Frequently Asked Questions

### **Course Incompletes**

#### **What does it mean to request an incomplete?**

Students who determine they cannot complete all of the required coursework prior to the last date of the term, can submit a request to their course instructors for an incomplete. Section III.F. of Policy 26 describes the circumstances upon which a student may request time that extends beyond the last date of the term to complete coursework. The policy does provide for extenuating circumstances, such as the current COVID19 pandemic, as a reason to request an incomplete grade status.

#### **What is the process for requesting an incomplete?**

Students should reach out to their instructors prior to the end of the term to request the incomplete and to discuss the terms for incomplete status. The terms should be agreed upon and documented by the student and instructor. At the time of the approved request, the student should be apprised of the current grade in the course and the impact on that current grade if s/he fail to complete the remaining coursework by an agreed upon due date. Once the due date has passed, the instructor will submit a grade to the Registrar.

Under the recently approved Policy 26 (November 2019), failure to submit a grade change for the posted I (incomplete), will not result in posting an automatic grade of F after the date. An instructor must submit a final grade to the Registrar to change the posted incomplete. Due to the sudden move to remote learning under COVID19 restrictions, faculty may set due dates for approved incompletes up to December 1, 2020.

#### **What if I determine that the circumstances that caused me to request incomplete status have not changed and that the coursework cannot be completed by the agreed upon due date?**

If you find you are not going to meet the due date agreed upon with the course instructor, reach out to the instructor as soon as possible. Per Policy 26, Section III.G., you may petition your instructor for an extended incomplete.

#### **What is the impact of carrying an incomplete into the next semester?**

Carrying an incomplete may impact your ability to enroll in courses where the incomplete course is a prerequisite. Each program will have different circumstances whereby exceptions may be made, due to the current COVID19 pandemic. You are strongly encouraged to meet with your Academic Advisor to discuss the impact of the incomplete or extended incomplete on your program of study.

## **Course Withdrawals**

### **What is a course withdrawal, and what does it affect?**

A course withdrawal results in a “W” on your transcript, but does not affect your GPA. Tuition/fees still apply. It is strongly recommended that you speak first with your Academic Advisor regarding this decision. You should then consult with Financial Aid to determine how/if a late withdrawal will affect your aid and/or Student Academic Progress (SAP).

### **What is the deadline to withdraw from my course(s)?**

In response to COVID-19, the deadline to withdraw has been extended to Friday, May 1, 2020, at 8am for Spring Semester 2020, and August 3, 2020 for Summer Session 2020.

### **How do I request a course withdrawal?**

To request a course withdrawal, please send an email from your GSU student email account with your ID number, name, and course number(s)/section(s) you wish to withdraw from to the University Registrar, Timothy Carroll, at [tcarroll@govst.edu](mailto:tcarroll@govst.edu). You will receive a confirmation email once your request has been processed.

## **Pass/No Credit (P/NC)**

### **What is Pass/No Credit (P/NC)?**

Pass/No Credit (P/NC) is an alternative grading method that students may opt into for some or all of their courses.

### **What is the deadline to request Pass/No Credit?**

In response to COVID-19, the deadlines to request P/NC for the Spring and Summer 2020 terms have been extended. A request to seek a grade of P/NC for any GSU approved General Education course may be made prior to or by May 1, 2020, for the spring term, and by August 3, 2020, for the summer term.

### **What counts as a Pass (P) grade? What counts as a No Credit (NC) grade?**

By selecting the P/NC option a grade of P will be posted for letter grades of A, B, or C. Grades of D or F will be posted as NC.

### **How do I request a change to Pass/No Credit?**

Reach out to your academic advisor to begin this process. Your academic advisor will work with you to determine if P/NC is the proper grading mechanism for you, your circumstances, and your academic goals. Please note that you must reach out to your advisor by the deadlines previously stated.

### **Pass/No Credit (P/NC) Procedures**

1. Students email from their GSU student email accounts to their advisors requesting Pass/NC for a specific course or courses. Email must include course number(s)/section(s) and must be received prior to or by May 1, 2020, for spring semester, and by August 3, 2020, for summer session.
2. Advisor reviews student request and determines if additional review is needed by Athletics, Veterans' Benefits, Graduate Admissions, etc.
3. Advisor works with the student to determine if the Pass/NC is the proper grading mechanism for the individual student and the specific course.
4. If both the student and the advisor agree that the request should move forward, the advisor sends an email request to [mchaffee@govst.edu](mailto:mchaffee@govst.edu)
5. The advisor email request must be received by May 8, 2020, for spring semester, and by August 8, 2020, for summer session in order to be processed prior to grade posting.
6. Registrar adds the P code to the audit field on registration screen in Colleague.
7. Registrar sends communication to students letting them know the requests have been completed.
8. Registrar sends out weekly reports to VA, Athletics, and Advisors of students who have selected P/NC.



## P/NC (Pass/Fail) Options in Response to COVID-19

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### Quick Guide Questions to Ask Before You Decide

*\*\*If the student can answer “yes” to any of these questions, the student should **not** choose the P/NC option.*

- Are you currently working to increase your cumulative GPA or increase earned credits for Satisfactory Academic Progress (SAP) to regain athletic eligibility?
- Are you currently working to increase your term and cumulative GPA to come off of Academic Probation?
- Do you need to improve your GPA to maintain a scholarship?
- Do you need to maintain a certain number of credit hours with regularly graded courses for a scholarship or grant?
- Are you a student trying to get into medical school, dental school, or other professional or graduate schools?

*\*\*\*If the student can answer “yes” to any of these questions, the student should talk to their advisor and discuss all of the issues that might result.*

- Are you retaking a course you previously failed?
- Are you planning to transfer (we hope not) to another college/university?
- Are you taking courses as transient at another institution?

