17 March 2020

Dear College of Engineering Students,

These are very unique times in the life of our country and the university. We are concerned about your health and safety. The university is making decisions in response to the continuously evolving COVID-19 situation. With the conditions changing quickly, we ask you frequently check our website: https://www.engineering.iastate.edu/covid-19/.

While the university will be open, a major impact is the university requesting students to stay home as a way to enhance social distancing and the shift to online instruction. We recognize that this shift to online delivery is different from a planned and timely course design for online delivery and that the overall learning experience may not directly map over from the on-campus experience. We will strive to retain as much of the content, rigor and integrity in the learning experience as we can. Here are some key guidelines, resources and policies to be aware of:

**Academics and Instruction**

1. All traditional classroom-based course (undergrad and grad) instruction will shift to online delivery for the period Monday March 23rd to Friday April 3rd, with the situation to be assessed as the situation develops.
   a. Instructors have been asked to communicate to students in each of their classes prior to March 23rd with further information regarding each course. We encourage you to reach out to your course instructor on March 23rd if you have not heard from them by then.
   b. The College of Engineering has strongly recommended that instructors develop lectures to be delivered in a recorded-and-posted (asynchronous) format rather than streamed live lecture (livestreaming) to minimize impact on bandwidth. If live lectures are needed, they will be delivered to the best extent possible at the currently scheduled time of their class (as per schedule of classes).
   c. Evaluative components (e.g. HW, tests, quizzes) including their timing, weight and format may be adapted, or changed during the impacted period as communicated by the instructor.

2. ALL in-person experiential course instances (labs, capstone design, including independent study etc.) will not occur March 23-April 3rd. Course instructors will communicate how these will be adapted during the impacted period or handled beyond the impacted period.

3. CELT (https://www.celt.iastate.edu) is the primary resource for guidance and help related to this shift to online instruction and learning. In addition, COE has developed a collection of information and resources to guide you on pathways for this shift (see https://www.engineering.iastate.edu/covid-19/). You are encouraged to become familiar with the various tools to access online lectures in the links above prior to March 23rd.
4. Effective Monday March 16th, no in-person academic advising or other non-research based academic meetings with students will occur till the end of the impacted period. All such meetings will be conducted virtually or over the phone. Your advisors will be in touch with more information. Reach out to them if you have additional questions.
5. All non-research in-person activities by students and student organizations are suspended till April 4th. Any meetings should occur virtually.
6. All ISU events, activities, and exhibitions, on or off campus, must be canceled, postponed, or moved online, effective Monday, March 16, and continuing through Saturday, April 4, 2020. Third-party events held on campus must also be canceled, postponed, or moved online, effective Monday, March 16, and continuing through Saturday, April 4, 2020. The situation will be assessed moving forward for decisions beyond April 4th.

Research enterprise

1. Our research enterprise will continue as of now as per the guidelines from the Vice President for Research (https://www.research.iastate.edu/covid-19-research/)
   a. Research personnel (including Graduate and Undergraduate students on grants and contracts) are allowed to continue campus activities. Your faculty advisor will be in touch with additional guidance. Reach out to them if you have any questions.
   b. Graduate students needing to do research (599, 699 credits) whether funded or not are allowed to do so, assuming they have oversight and guidance etc. Your faculty advisor will be in touch with additional guidance. Reach out to them if you have questions.
   c. In-person group meetings will shift to virtual settings to the extent possible.

Graduate students and student employees

1. RA, TA, Post-doc appointments continue and students on appointment are expected to be present and perform duties. Duties for TAs may be shifted as needed to support the disruption in class delivery.
2. Guidance from the Graduate College on conducting oral and preliminary exams has been shared with Directors of Graduate Education and will be communicated to you.
3. Student employees (Graduate and Undergraduate) are allowed to continue and perform duties. Supervisors will be in touch with additional details and can be contacted with additional questions.

Faculty and academic advisors will be communicating additional details to you. Please work with them to get answers to specific questions that may arise. Note that with our social distancing practices, the best way to communicate is through electronic means.

We deeply appreciate your patience, understanding, collaboration and care for each other as we continue to address this rapidly evolving situation. Above all, take care of yourselves and stay safe.

With best regards,

W. Samuel Easterling
James L. and Katherine S. Melsa Dean of Engineering