

Hi All,

With the university's COVID-19 response in mind, below are operational updates for the graduate education office that will start today and continue for the foreseeable future:

- Harold, Mary, Roxann and Mike will work remotely to the greatest extent possible starting today/tomorrow. One or more of us might be in the office a limited amount of time each week for pressing tasks that cannot be handled remotely, but our schedules will vary.
- Email is the preferred mode of contact. Calls and zoom conferences will be scheduled as needed, no problem.
- All paper forms currently being submitted to Harold should now be emailed to him as PDFs or in another digital format. Scanned copies of signed forms OR unsigned forms accompanied by approvals indicated in emails are fine, whichever is more convenient for the sender. The major paper forms will be admission action sheets, special action forms, over-rides and over-loads we believe.
- Note that use of all digital, Google or other online forms should continue unchanged.
- Initiation of academic actions on students that can wait until after the close of the spring semester without causing harm to students or programs should be delayed until a later date.

I am working on an option for remote defenses and will distribute that to graduating students and you soon.

Thank you for your patience during this challenging time and of course please reach out if you have questions.

Mike