



# University of Idaho

## College of Graduate Studies

### **Document Processing, Admissions Processing, Defense Changes and Teaching Assistant/Research Assistants Expectations due to COVID-19**

In the interest of the health and safety of our graduate student, faculty and staff, the College of Graduate Studies (COGS) will be adjusting some of our processes and protocols related to the submission of forms, documents, materials and the scheduling of preliminary examinations, comprehensive examinations and defenses. The following procedural changes will be in effect indefinitely. Please stay informed of the universities plan regarding the impact of COVID-19 by frequently visiting <https://www.uidaho.edu/vandal-health-clinic/coronavirus>.

#### **Forms**

The following forms should be sent electronically to COGS with all required signatures or an email verifying the approval by the student, faculty and/or department chair.

- Major Professor/Committee Appointment or Change Form
- Graduate Change of Curriculum Form
- Report of Preliminary Examination and Advancement to Candidacy Form
- Request to Proceed with Dissertation or Thesis Defense
- Final Defense Report Form
- University of Idaho Dissertation/Thesis Repository Agreement
- College of Graduate Studies Request for Re-enrollment
- College of Graduate Studies Academic Reinstatement Petition
- Application for Graduate Faculty Membership
- Co-Major Professor Rationale Form
- Non-UI Faculty Committee Member Appointment Form
- College of Graduate Studies Petition Form

Please send all forms and email verifications to [cogs-forms@uidaho.edu](mailto:cogs-forms@uidaho.edu)

If you have questions, please call the main COGS Office at 208-885-2647 (COGS).

## **Final Defense and Committee meetings and report of Final Defense**

Final thesis or dissertation defenses as well as committee meetings, as of this time, are to be scheduled and held electronically. Students and committee members involved in program meetings, defenses of Ph.D. dissertations, master's thesis, and non-thesis master's examinations are to use an electronic system to allow members of the committee and in the case of defenses, the public, to participate remotely. Committee meetings and defense meetings can be hosted using Zoom. To set up a Zoom meeting go to [uidaho.zoom.us](https://uidaho.zoom.us).

Additional information on setting up Zoom meetings can be found here:

<https://support.uidaho.edu/TDClient/40/Portal/KB/ArticleDet?ID=1208>

When a defense is scheduled using Zoom the meeting information must be included with the "Request to Proceed with Final Defense Form." As the final defense is a public meeting COGS will provide the link (by request) to any member of the public who wishes to participate. **We require the Request to Proceed form be submitted 10 days in advance of a dissertation defense and minimum of one day in advance of a thesis defense.**

Example of information to include on the Request to Proceed form:

Topic: Joe Vandal's final defense

Time: Mar 13, 2020 02:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://uidaho.zoom.us/j/230117961>

Meeting ID: 230 227 761

One tap mobile

+16699006833,,230117761# US (San Jose)

+16468769923,,230117761# US (New York)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 646 876 9923 US (New York)

Meeting ID: 230 227 761

Find your local number: <https://uidaho.zoom.us/u/abRUjaviyRT>

The above information is provided when you schedule a Zoom meeting and can be copied and pasted in an email to committee members and COGS. COGS will publish the date, time, and that the defense will be made available through Zoom. COGS will note that any member of the public who wishes to participate will need to contact COGS for the link to join the meeting

electronically. If you password protect your Zoom meeting, **send the password to COGS.** If Zoom is not used, similar information from the on-line meeting platform must be included which will allow COGS to share the information with any member of the public who requests access. If you password pr

Final Defense forms may be scanned and sent to [cogs-forms@uidaho.edu](mailto:cogs-forms@uidaho.edu). At this time COGS will also accept email approvals from each committee member verifying the successful defense. Dissertation or thesis signature pages (Authorization to Submit) will be accepted temporarily with email verification of approval by the faculty and department chair. Physical signatures will not be required.

### **Electronic Thesis/Dissertation Submission**

After a successful thesis or dissertation defense and when the student receives a “good-to-go” from COGS to print the document, navigate to the U of I Copy & Print Center [website](#), and upload the final approved .pdf of your dissertation or thesis. Make sure that 25% Cotton Bond paper is selected. Put in the notes section that the submission is a thesis or dissertation and wish to have it delivered to COGS. The copy center will deliver the document to COGS with no additional charge.

The University of Idaho Repository Agreement will be accepted with electronic signatures and must be sent to [slthomasuidaho.edu](mailto:slthomasuidaho.edu) with emails from the student and major professor accepting the conditions of the agreement, and if requested, an embargo of the electronic publication of the document. Embargo requests longer than six months will continue to require a rationale statement for the extended request and COGS will follow-up on these requests to the major professor and student.

For the “Authorization to Submit” signature page, COGS will accept emails from your committee members and department chair rather than physical signatures. Emails should be sent to Stephanie Thomas ([slthomas@uidaho.edu](mailto:slthomas@uidaho.edu)). COGS will type “signature verified,” and the date, on the signature line. At this time, if you wish to have a signature page with physical signatures for your own copy or copies you will need to route the pages to the committee members for physical signature by U.S. Mail, other courier service.

Questions on your Thesis & Dissertation submission and format should be directed to Stephanie ([slthomas@uidaho.edu](mailto:slthomas@uidaho.edu) or 208-885-6244).

### **Deadlines**

COGS hopes that students will be able to adhere to the posted deadlines for scheduling of defenses, reporting of results, and submitting documents. However, we understand that in all cases this might not be possible. Therefore, COGS will relax the deadlines to allow for defenses and other processes to be delayed on a case-by-case basis. Please contact COGS if you need to delay a defense or submission of a dissertation / thesis or submission of a document. Delays past our deadlines may impact the ability of the student to graduate in the current term and

we want to make sure we discuss all ramifications of a missed deadline or ways to assist in meeting the university deadlines for graduation.

### **Graduate Admissions**

We have moved our graduate admission process to fully on-line and there should be no need for students or faculty to visit the COGS Graduate Admissions offices. Our staff will be available by email ([graduateadmissions@uidaho.edu](mailto:graduateadmissions@uidaho.edu)) or phone (208-885-4001) for questions. We do rely on the US Mail and other couriers for transcript and document delivery and we may see some delays due to other institutions restricting hours, staffing, or the ability of the institution to process transcript requests. International applicants may be slowed due to restrictions and closures to overseas testing sites (language and GRE), inability of institutions to provide transcripts, and consulates and embassies restricting visa interviews. Please understand that we are doing all we can institutionally to move files forward and complete our processes and get applicants available for review and students ready to matriculate to UI.

For students wishing to defer their applications to a future term please contact the graduate admission office directly at 208-885-4001 or send an email request to [graduateadmissions@uidaho.edu](mailto:graduateadmissions@uidaho.edu) to be sent a form which will start the process of moving the application to a future semester. At this time we are waiving all processing fees associated with deferring applications to a future semester.

### **Teaching Assistants**

With the balance of the term being delivered on-line, teaching assistants who have been displaced from their classes or laboratories should work with the faculty to assist in tasks and activities which lead toward meeting the learning outcomes of the course or courses. Examples would include assisting faculty with developing or enhancing the on-line delivery of courses or labs, video recording laboratory experiments for distribution on-line, individual tutoring or supplemental instruction, assessing projects, grading exams or homework, etc. The expectation is that the teaching assistant will continue to be engaged in activities approximating the regularly expected effort equaling ~20 hours per week for the balance of the length of their academic year contract (May 16<sup>th</sup>).

### **Research Assistants**

RA's should check in with the direct lab supervisor on the plan for the continued operation or shut down of the laboratory. Lab directors, in an effort to maintain effective social distancing, may limit the number of staff, students, research assistants, and post-docs that can be in the lab to a certain number or to staggered and/or certain times. Some functions may not be able to be shifted away from the lab and only critical personnel may be allowed to maintain those functions. Critical personnel who are necessary to ensure the integrity of the research or the health of animals will be determined by the laboratory and college leadership. In the event of a laboratory shut-down every effort should be made to continue to engage research assistants

with work which can be completed outside the laboratory. If you can work from home, you should stay home. Laboratories should have a continuity of operations plan such that a lab-mate can check on equipment and experiments as needed if an individual is required to stay home and quarantine.

**Stimulus Checks for International Grad Assistants**

We have been told that some of you have received a stimulus check, and we have received questions as to whether accepting this or spending this could be deemed a violation of the public charge ruling that could impact your future immigration eligibility. The University of Idaho cannot give you advice on whether you can or should accept the stimulus money. We recommend that you contact an immigration attorney to provide you advice on this issue.”

If you have any other questions please contact the staff at the College of Graduate Studies at 208-885-2647 or by email to [cogs@uidaho.edu](mailto:cogs@uidaho.edu).