DAAP students:
Below is a set of frequently asked questions (FAQs) and answers that address both University policies and their specific implementation within DAAP. If your question does not appear here, please feel free to send an email to: daapcomm@uc.edu. The list below will be updated as new information is known.

Please know that the faculty and staff of DAAP value your education, health, and well-being, and all decisions are being made in support of those best interests. This is a highly unusual and unforeseen experience for all of us. As we work together to implement alternate work plans, we hope to see the creativity and ingenuity that sets DAAP apart.

CLASS INSTRUCTION

Do I come to class?

The university will be on Spring Break from Saturday, March 14 through Wednesday, March 25. Beginning Thursday, March 26, all courses regularly scheduled to meet during this period will NOT have face-to-face (in-class) sessions. Rather, during this period, the University will shift to “remote instruction” (defined further below), in which students will participate in the course requirements and activities without being together physically in one location. This policy is designed to limit the possibilities of transmission of Coronavirus, by limiting the number of physical interactions among students and across our community.

As of this moment, the DAAP building is locked and students will only be able to enter during the time periods described here: https://daap.uc.edu/covid-19-communications/daap-student-building-access-during-covid-19

What is “remote instruction”? And how to do I access my class remotely?

Remote instruction is simply an alternative to having instruction provided via face-to-face, in-class sessions. Each individual instructor is working right now to determine how they will deliver their course content remotely. Possible solutions could include holding remote class sessions via WebEx, whereby students attend a remote meeting at a common time/date. We ask that, unless your instructors specifically release their scheduled class times, you hold the regularly scheduled times for your courses available for online activities. Your instructors may require you to engage in activities during your regularly scheduled class times, such as discussions and/or quizzes/exams, and thus you need to ensure that you are able to attend remotely, just as you would have done on campus.

We anticipate that different instructors will choose different solutions based on the specific attributes and goals of their course. A consistent principle across all courses and instructors is, to the best of our ability, to seek to not compromise the educational experience of students given these unusual circumstances. DAAP instructors also have been asked to be sensitive to any potential technological (hardware or software) limitations students may have.
When can I expect to hear from my instructor on how remote instruction will occur?

We completely understand that you are anxious to learn how your course will proceed after Spring Break, but please understand that it may take a while for each instructor to develop the best solution for their course. It is up to each instructor to communicate their “remote delivery” course plan, which includes instructions on how you will remotely participate in the course and access remote office hours. Each of your instructors should provide clear instructions sometime during Spring Break so that you know what exactly is expected of you, you know how to participate remotely, and you are prepared to participate as expected once remote class instruction resumes on March 26.

If a student has a specific issue with a particular remote instruction plan, that student should contact the instructor for that course first. That instructor may refer the student to DAAP Information Technology (IT), but students (and instructors) are asked to be patient during this period of heightened demands on the IT staff. Your patience is appreciated.

What if I can’t complete the requirements for a course?

As during regular operations, if you cannot complete the requirements of a course, you can request an Incomplete (receive an “I”) and work with the instructor on a plan to complete the course within a year of the end of the term for that course (a more restrictive timeline may be given). You can also withdraw from the course but realize that a “W” will appear on your transcript. Note: Receiving a "W" could impact your ability to continue with your curriculum or affect your financial aid. Please reach out to your advisor before withdrawing.

If you are in a study abroad course in which the travel component was cancelled, the University has given you three options: (1) you can complete the course, with the instructor providing alternative course requirement to replace the travel component, (2) you can request an Incomplete and work with the international programs office to identify on future travel opportunities that would allow you to complete your current course, or (3) you may withdraw, without a “W” on your transcript. These options are discussed in further detail under the Travel and Study Abroad FAQs.

TRAVEL AND STUDY ABROAD

Is all student travel cancelled for the entire semester?

Yes. All university-related travel is suspended through May 31, 2020, including international co-ops and summer programs with start dates before May 31.

Will I be able to complete a course with international travel if that travel component was cancelled?

Due to the cancellation of the travel portion of a study abroad program, you have the following options:

Option 1: Remain in the course, complete alternate assignments, and receive a final grade. Please reach out to your faculty instructor regarding an alternate assignment.

Option 2: Elect to receive an Incomplete in the course and make arrangements with your faculty instructor to explore possibilities to participate in future study abroad travel. Such travel must occur within one year in order to complete the course. This option is only available for courses where a similar
international travel opportunity is available. Please note there is a high probability that the same or similar course may not be offered next year. If you choose this option, you need to notify the UC One Stop Center. Contact Ashley Corbett at sacancel@uc.edu or (513)556-3526.

Option 3: Drop the course only as a last resort. If you choose to drop, the course will be removed from your record and you will not receive a “W” mark for the course. You will be given a refund for the course if you fall below full-time status. You should not process the drop yourself. All drops should be administered through the UC One Stop. Your contact is Ashley Corbett at sacancel@uc.edu or (513)556-3526. You should consult with One Stop prior to dropping to discuss how this change may impact your academic standing or financial aid.

I am graduating at the end of spring term and was using study abroad to satisfy my cultural or foreign language requirement. If I could not complete the travel portion of my study abroad, will I still be able to satisfy the requirement and graduate?

Yes, but only if you take Option 1 above and pass the course by completing the alternative assignment defined by the course instructor.

Do I get my money back for a cancelled study abroad program?

The UC College or Department managing your program logistics will be working to refund student program fees and/or flight vouchers. You will be permitted to keep your previously awarded UC International scholarship. You should receive information about refunds and/or flight vouchers by April 1, 2020. If you are unsure about which UC College or Department is managing your program logistics, you should contact Ashley Corbett at sacancel@uc.edu or (513)556-3526.

Is personal travel okay?

According to University policy: The University strongly urges extreme caution and judgment for your personal domestic travel, with particular attention to known outbreak areas. All personal international travel is strongly discouraged by any UC community member.

Anyone who has traveled and is returning from CDC Level 3 countries (currently China, Iran, Italy and South Korea) is required to observe a 14-day period of self-quarantine and monitoring. During this period, such a person is not permitted to come participate in any campus or community activities. All students returning from international travel must register with University Health Services (UHS) via UHSTravel@ucmail.uc.edu, and receive specific guidance from UHS before returning to campus.

INTERNATIONAL STUDENT ISSUES

I am an international student and face legal limitations on work and the amount of time I can be doing study on-line. How does the University policy on remote instruction mode affect me?

The letter from Ron Cushing at UC International sent to all international student on 3/11/2020 states: ... let me reassure you that it is perfectly legal to study online during this four-week period. The Department of Homeland Security has provided relief of certain full-time enrollment requirements as a result of the COVID-19 emergency. While there are federal regulations that dictate how many online classes a student can enroll for each semester, those regulations do not apply to this upcoming period where face-to-face instruction is suspended due to COVID-19.
Spring break is considered an official scheduled break and you are permitted to work more than 20 hours per week for any university job (please contact your supervisor to learn how this situation impacts your employment and job expectations). The remaining period of time UC is suspending face-to-face instruction is not a break and you must limit your on-campus employment to 20 hours per week March 23, 2020 through the end of spring semester.

**EMPLOYMENT**

**Can I complete my internship or co-op?**

Yes, if your employer continues to operate and require your work. The University policy is that all courses will move to “remote instruction.” While on your internship or co-op assignment, you will not be participating in classroom activities that require you to be in close proximity to others in groups. Your employer will likely have policies associated with COVID-19; you will need to abide by these policies. However, if you have questions or concerns, please contact your internship or co-op advisor to discuss further; they will work with you to find an appropriate accommodation.

**Am I able to continue working as a student worker?**

As long as there continues to be a need for your service, you can continue to work since DAAP is not “closed” and continues to operate with staff working remotely. To the extent that your role as a student worker is not needed as much, you may experience a reduction in hours. Your supervisor will work with you and help to try to determine appropriate projects considering the new limitations imposed on all of us.

**BUILDING ACCESS / HOUSING**

**Will I be able to meet with my classmates in small groups?**

WebEx and remote meetings can be leveraged, but in-person meetings should not occur.

**Will I have access to the building and/or student labs?**

DAAP students can temporarily access the building to retrieve their materials as described here: [https://daap.uc.edu/covid-19-communications/daap-student-building-access-during-covid-19](https://daap.uc.edu/covid-19-communications/daap-student-building-access-during-covid-19)

**Can I still meet with my advisor?**

Yes, but only via remote options. Phone and WebEx advising appointments are available. Please contact your advisor with questions as they will be checking email.

**I still have items in DAAP (e.g. studio, locker). When will I be able to retrieve them?**

DAAP students can temporarily access the building to retrieve their materials as described here: [https://daap.uc.edu/covid-19-communications/daap-student-building-access-during-covid-19](https://daap.uc.edu/covid-19-communications/daap-student-building-access-during-covid-19)
May I use the DAAP or other UC Libraries?

All UC libraries have been closed until further notice since March 16, 2020 at 5:00 p.m. with the exception of the Donald C. Harrison Health Sciences Library (HSL) which will remain open only for medical student testing.

You can use the library remotely through the Distance Learning Resources. If you have a book that is due, late fees will not be assessed. Please return your materials (UC owned, OhioLink, or InterLibrary Loan) as soon as you can. For off campus guides, please visit the Off Campus Access webpage. If you need to speak with a librarian, please use our "Ask a Librarian form." Articles and Chapters that are not online can be accessed via Interlibrary Loan. If you experience technical issues, please contact IT@UC.

At this point, if you have library books that must be returned (because you will not be returning to campus), you may return them to the Public Safety office at 4 Edwards during their open hours.

I live on campus. Students need to move out, but I am struggling with options. What should I do?

If you live in campus housing and:
- Can’t find a way to move out by March 25
- Don’t have anywhere else safe/stable to go
- Don’t have access to reliable transportation to get elsewhere
- Potentially other reasons

Request a stay waiver or contact Housing at uchousing@uc.edu or 513-556-6461.

TECHNICAL / TECHNOLOGY

What do I do if I need technical assistance with my class?

Please contact the DAAPIT (CGC) at 513-556-DAAP or the UCIT Help Desk at 513-55-HELP. Again, we ask for your patience and flexibility in this period of high demand and ongoing learning and development.

What if I don’t have a functioning computer to access the course materials?

There are a couple of options to assist:

- UC IT is acquiring a limited number of laptops for faculty and students who do not have equipment to work remotely. The Center for the Enhancement of Teaching and Learning (CET&L) will serve as the point for distribution. Please contact them at cetl@uc.edu.

- In response to UC's suspension of face-to-face instruction, providing appropriate technology to all is imperative. The NEXT Apprenticeship Program will provide any student who does not have appropriate technology to complete their course work with laptop computers. Students will be able to check out these computers and utilize them during this time of need. Please know that this is open to ALL students and you do not need to be an IT or Tech major to take advantage of this program.

To check out these computers, students must sign up for the NEXT Apprenticeship Program.
The NEXT Apprenticeship Program, supported by a $12M grant from the Department of Labor, provides the following: numerous, flexible program/degree options, industry-recognized credentials, certifications and skills training, NEW industry experience, and scholarships and/or stipends. Click HERE for more information.

Please contact Aaron Burdette (aaron.burdette@uc.edu) with any questions.

I do not have internet access. What can I do?

Spectrum and Comcast are offering free or reduced cost internet packages for low-income households. These articles provide more information:


EVENTS

Are student organizations still able to meet and/or hold events?

The Student Activities & Leadership Development Division of Student Affairs issued the following guidance (emphasis added) in its letter to the UC Student Leaders Community on March 11:

“Effective Saturday, March 14, 2020, UC will suspend face-to-face instruction, lectures, discussion sessions, seminars and other similar classroom settings, and move to remote instruction. We believe it is important that we consider the same for student organization meetings and management. As a result, all student organizations should refrain from meeting in person when possible and should not make any meetings mandatory for any members. If you have to have essential meetings for organizational business purposes, virtual meetings are preferred or holding in-person meetings in a space large enough for social distancing.”

Will DAAPworks be held?

At the moment, DAAPworks will continue, but we do not know in what format. We intend to have a new plan to share by the end of March. The Schools of DAAP (Design, Architecture and Interior Design, Art, and Planning) are sending delegates to a DAAPworks planning team to work on the new design. Some students will be asked to join this effort. Students with ideas of how DAAPworks could proceed are invited to share their ideas to daapcomm@uc.edu. Please keep your contributions positive.

Will the DAAP Fashion Show be held?

Fashion Show ticket sales are currently on hold. The Fashion Show event is being re-thought along with the other elements of DAAPworks.
Will commencement ceremonies be held?

This has yet to be decided by the University. As soon as the University gives their guidance, we will inform students.

REFUNDS

Will I receive a refund for my classes or fees?

Requests for tuition reimbursement are out of the hands of DAAP administration and will have to be addressed with the University. At this time, DAAP is committed to continuing to deliver your coursework while making changes to allow for the curriculum to be delivered via online technology. Although it is not what you signed up to receive, it is our only option and the decision to stop in-person instruction is now mandated by the Governor of the State of Ohio.

The area where we are investigating what DAAP can do to reimburse students has to do with course material fees. In those cases, we believe that there will be some opportunity to offer students a prorated reimbursement based on the amount of material that has been consumed prior to the requirement to move to remote teaching. At this time, we cannot promise anything specific. Once we have a solution to propose, we will communicate. We ask for your patience in this matter.

HEALTH ISSUES

What is “social distancing”?

The Centers for Disease Control and Prevention (CDC) defines social distancing as "remaining out of congregate settings, avoiding mass gatherings and maintaining distance (approximately 6 feet) from others when possible."

The objective of social distancing is to reduce the probability of contact between persons carrying an infection, and others who are not infected, to stop or slow down the spread of a highly contagious disease.

If I think I have COVID-19 (coronavirus), what do I do?

Review University Health Services website and follow their recommendations:
https://www.med.uc.edu/uhs/coronavirus/covid-19-health-alerts

This information includes instructions to self-report: https://www.med.uc.edu/uhs/coronavirus/covid-19-self-reporting-instructions

The reporting requirement will allow UC University Health Services to provide education, guidance, and care monitoring.

If you still have questions after reviewing the available information, please e-mail publichealth@uc.edu.

What can I do to reduce my personal risk and the potential risk to others?
Please help mitigate the spread of respiratory diseases. The CDC recommends everyday preventive actions including:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. Alcohol-based hand sanitizer with at least 60% alcohol may be used.
- Avoid close contact with people who are sick
- Avoid touching your eyes, nose and mouth
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces
- Follow CDC’s recommendations for using a facemask. CDC does not recommend healthy people wear a facemask.