

Student Life | Academic Support

Hello Coate Hall,

My name is Andrew Ives and I serve as one of the Student Life Specialists in the Student Life Office. I am writing to you as I understand that you are sheltering in place. We know there are many questions about what to expect regarding your classes. Please know that we are here for you and your faculty have been instructed to make accommodations for students affected by COVID-19.

Here are the steps that we suggest you take to ensure your success:

1. Email your instructors and share that you are living in Coate Hall and have been instructed to "Shelter in Place"
 - a. Your instructors should respond within one week (please know that instructors are responding to a high volume of requests from students due to COVID)
 - b. Here is a sample email that you can send to each of your instructors:

To: Professor's Email Address

Subject: Course Number and Section, Your name (CST 110-01, Stryker Eagle)

Hello **Professor NAME** (i.e. Professor Smith),

My name is **Your Name** and I am in your course for the Fall 2020 semester. I live in Coate Hall, which has been instructed to Shelter in Place. Due to this order, I am unable to attend your class until the Shelter in Place order has been lifted. I understand that I am responsible for any missed coursework and will communicate any struggles that I may be having as soon as possible. Thank you for your understanding and support through this difficult situation.

Thank you,
Your Name

2. Continue to engage in coursework (keep up with readings, submit any assignments electronically via Canvas or email)
3. If you have the opportunity, visit your faculty in office hours or schedule a virtual appointment
4. Once you have a better idea of when you can return to class, notify your instructors immediately

If you are having any difficulty with this process, please know that you can reach out to the Student Life Office. We are here to support you in communication with instructors, navigating other academic supports, as well as, talk through any thoughts or concerns that you may have.

Additionally, I want to be sure that you are aware of the COVID-19 Health Statement that should be included in each syllabus:

Students with COVID-19 symptoms or reason to believe they were in contact with COVID-19 should call and consult with a health professional, such as the UWL Student Health Center (608-785-8558). Students who are ill or engaging in self-quarantine at the direction of a health professional should not attend class. Students in this situation will not be required to provide formal documentation and will not be penalized for absences. However, students should:

- notify instructors in advance of the absence and provide the instructor with an idea of how long the absence may last, if possible.
- keep up with classwork if able.
- submit assignments electronically.
- work with instructors to either reschedule or electronically/remotely complete exams, labs, and other academic activities.
- consistently communicate their status to the instructor during the absence.

Instructors have an obligation to provide reasonable accommodation for completing course requirements to students adversely affected by COVID-19. This policy relies on honor, honesty, and mutual respect between instructors and students. Students are expected to report the reason for absence truthfully and instructors are expected to trust the word of their students. UWL codes of conduct and rules for academic integrity apply to COVID-19 situations. Students may be advised by their instructor or academic advisor to consider a medical withdrawal depending on the course as well as timing and severity of illness and students should work with the Office of Student Life if pursuing a medical withdrawal.

Yours in support,



Andrew Ives

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Pronouns: he/him/his



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In an effort to model a positive work/life balance, I do not check my email outside of the hours during which I work which are normally, but not exclusively M-F 8am-4:30pm. Your email is important to me.

We delight in the beauty of the butterfly, but rarely admit the changes it has gone through to achieve that beauty – Maya Angelou