

Dear Winter Quarter Instructors,

As you saw, the Provost has just announced some changes to the return of undergraduates for winter quarter. We are writing to follow up with information about how this affects your course plans.

First, the [Academic Calendar](#) for Winter quarter has not changed. **Please note, however, that Instruction will still be largely remote, and the first two weeks of instruction will be fully remote, for all students at all levels.**

Second, due to continued uncertainty about the course of the COVID-19 pandemic over the next few weeks, undergraduate students will return to campus in two stages.

**Stage 1:** All undergraduate students who have already been approved to be on-campus (academic and other exceptions) will return to campus as planned, beginning Monday, January 4. We anticipate that these students will be able to participate in in-person instruction, research, and independent study as early as Monday, January 25.

**Stage 2:** Frosh and sophomores will begin to return to campus between the evening of January through Jan. 24, before the third week of the quarter begins. We anticipate that students arriving during stage 2 will only be able to begin in-person instruction beginning Monday, February 8.

#### **In-Person Instruction**

- All students arriving on campus must have 2 negative COVID-19 tests and remain in quarantine for 2 weeks before they can meet with you or engage in any in-person activities.
- The county is currently in the purple tier, which means that no indoor classes are allowed unless they utilize specialized spaces. We anticipate that these conditions are likely to persist into the beginning of winter quarter.
- If you were previously approved to teach an undergraduate course in-person that **can** be taught remotely, we strongly recommend that you move your course online now. As a reminder, most undergraduates who will be on campus will not be able to attend an in-person class until at least the 5th week of the quarter.
- If you were previously approved to teach an undergraduate course in-person that **cannot** be taught remotely, your Dean's office or Unit Director will reach out to you to help you determine how to proceed.
- The professional schools should plan on courses beginning remotely. A transition to in-person teaching in classrooms may be allowable later in the quarter as health and safety conditions improve.

#### **Remote Instruction**

- There is no change to remote instruction.

### **Planning for Student Travel and Remote Participation**

- If you are teaching a class that will include frosh and sophomore students, recognize that they **will be traveling to campus beginning as early as January 20th if they are arriving from overseas.**
- Plan ahead: Students will need to be able to access any class material that they miss due while traveling.
- Therefore **we ask that you:**
  - **Announce at the beginning of the quarter** the means by which students can access material that they may miss on traveling days
  - **Do not schedule graded quizzes, exams or other assessments between Jan 20th and 24th if at all possible** as this provides flexibility for students who are traveling.
- As a reminder, many students may choose to not return to campus and may be participating in classes from other time zones. The best practice remains offering courses and/or course materials asynchronously when possible. **Students report that having to participate in synchronous classes and take exams in the middle night has a serious effect their learning and well-being.**
- The Center for Teaching and Learning has developed numerous instructional guides on [Teaching Commons](#) that you may find useful.

### **Upcoming meetings about winter quarter instruction:**

We will be holding two informational sessions before the winter break to provide guidance for in-person and remote instruction. We encourage all in-person instructors to attend, as well as representatives from each school and program (e.g. DUS, DGS, and SSOs).

- Wednesday December 9, 2:00 to 3:00 pm, Zoom link:  
<https://stanford.zoom.us/j/99256469357?pwd=ajlveFM4aUM3TnJ1OWIQSzM2Z2Npdz09&from=addon>
- Thursday December 10, 3:30 to 4:30 pm, Zoom link:  
<https://stanford.zoom.us/j/91021635561?pwd=Y0JMaU1XdEJBMWNiM1NvbE1HYzRHQT09&from=addon>
- Thursday January 7, 1:00 to 2:30 pm, Zoom link TBD

### **Closing remarks:**

Please note that Stanford University is substantially closed for Winter break from December 14, 2020 to January 1, 2021. If you have an urgent issue that requires attention during this time, please email the academic continuity team at [academic\\_continuity@stanford.edu](mailto:academic_continuity@stanford.edu) and include the word “URGENT” in the subject line. We will be responding to all other inquiries that arrive after December 11th when campus reopens on January 4.

We appreciate your ongoing collaboration and flexibility to meet our educational goals during these uncertain times. Your hard work and commitment this year has made a tremendous difference to our students.