

COVID-19 | Classes + more
March 7, 2020

Dear Stanford Earth community,

As you have read from our provost, starting Monday, Stanford has taken the additional step of **discontinuing in-person classes through the end of winter quarter and moving classes online** where feasible. This includes all Stanford Earth spring break field trips that are associated with an academic course offering. As reports of the virus increase locally with more testing, this is a step to reduce spread, as well as lower anxiety.

I know this is disruptive and stressful. There are many questions ahead regarding research continuity, work from home, and classes, but I want to reassure you I am in close touch with university leadership this weekend as we work through both policies and resources. More information will be forthcoming shortly.

Resources:

- [Teachanywhere](#). This is a great resource if you are modifying course plans, and especially if you need to move components online. If you have questions not answered at this site, please reach out to your Student Services teams, Associate Dean for Educational Affairs Robyn Dunbar at robynwd@stanford.edu, or CIO John Freshwaters at jfreshwa@stanford.edu.
- [FAQs regarding end of quarter classes and grading](#). These FAQs are informative for both instructors and students and are being updated daily as new questions come in. A new version is already up tonight.
- [Stanford COVID-19 Health Alerts](#). This university page will be updated tomorrow.

Remember that **university-sponsored international travel is restricted and domestic travel is now strongly discouraged**. See my travel memo of 3-6-20 for details. International travel must be approved by my office. Exceptions will be rare. Both must be reported (see below).

Actions:

- **Faculty: communicate with your students and move classes to virtual** as needed to complete the term. Classes can be canceled on Monday to prepare for new teaching methods.
- **Consider moving all meetings to Zoom** and offer online attendance as an alternative to smaller must-have live meetings.
- **Report both international *and* domestic university-sponsored travel**. Individual travel should be registered with the university in [My Trips](#). At the school level, I further request that you *also* report your travel on [our school form](#). I realize this is a duplication,

but it is necessary we have information quickly available to us for advising and reporting. It is also the case that My Trips does not capture group or class travel well. Our school form is the best place to register travel with multiple participants. If you have questions, contact Ryan Petterson at rypett@stanford.edu

- **Cancel large meetings.** A handful of dissertation defenses will be allowed to proceed until April 15. Your student services officer, DGS, or faculty chair will be contacting you about this.

This situation is unprecedented and the university is setting policies and guidelines under very dynamic conditions; departments and other units are using them to make decisions. There is not always time for the deliberation and discussion we are used to, and I ask that you please respect the decisions people make. We welcome feedback and questions at any time.

I do not want to inundate you but I will send more updates relevant to our school over the coming days.

Take care,
Steve