

Important message from Ambika Mathur, Vice Provost and Dean of the Graduate School regarding Graduate School Operations:

We understand that responding to the rapidly evolving COVID-19 pandemic can be challenging, and we are here to support you during this time.

As a follow-up to the recent announcements regarding COVID-19 and their impact on campus operations, The Graduate School remains fully functional, per University guidelines. Beginning Monday, March 23rd, our staff will work remotely to assist UTSA and the community in our usual capacity. Functions including applications processing, admissions, new program development and others will be ongoing. Below are some key points to keep in mind.

1. Graduate School Staffing

All Graduate School functions will operate as normal. Staff will work remotely to support admissions and administrative functions. Please be advised that processing time may be adversely affected during this period. All materials must be submitted electronically. *Please see attached instructions for electronic signatures.* Admissions documents should be submitted at Graduate.Documents@utsa.edu and all other documents must be submitted at Gradschooladmin@utsa.edu. *Paper/hard copy documents will not be accepted.*

2. Graduate Assistants (GTAs)

- a. GTAs will deliver online instruction per University policy or assist their faculty supervisor with delivering online instruction per college policies.
- b. GRAs will continue their research activities as directed by their research advisors in line with VPREDKE guidelines.
- c. GRA/GTA appointments for summer will be handled by respective departments as usual.

3. Research and Graduation

- a. Lab/Offsite/Field Data Collection: Please refer to VPREDKE for instructions, including IRB approvals/modifications.
- b. Students planning to defend this semester: In line with guidance to hold classes online, we are recommending that advisors and advisees meet virtually to ensure timely completion of theses and dissertations. In addition, all proposal and defense meetings should be held virtually. All forms should be signed and submitted electronically to the Graduate School. Filing deadlines for the spring semester remain as published (May 1, 2020).

4. Travel awards from the Graduate School (Graduate Student Professional Development/Travel Award):

- a. If students have already incurred costs for travel (e.g.: airfare, hotel/accommodation, registration fees) those costs can be reimbursed to the student through funding awarded to them by the Graduate School up to, but not to exceed, the amount of the award.

- b. Post reimbursement, any leftover funds (if applicable) must be returned to The Graduate School.
 - c. If no costs have been incurred by students, but their conference travel has been cancelled, the full amount of the award must be returned to the Graduate School.
 - d. For assistance with the processing of returning funds, please work with your departmental administrator with whom you worked for the travel.
5. **The Graduate School Research Symposium and 3-MT Competition** has been rescheduled from April 9 to October 13 and 14, 2020.

If you have college-related questions, please contact the Associate Dean of Graduate Studies of your college.

UTSA is closely monitoring the coronavirus (COVID-19) outbreak and is receiving guidance from the University of Texas System, the U.S. Centers for Disease Control and Prevention, the World Health Organization and San Antonio Metro Health.

For more information on the novel coronavirus and preventative measures, visit utsa.edu/coronavirus/.