Duke University
Remote Learning: Undergraduate Student COVID-19 Policy Plan
(Effective Date: August 7, 2020)

This policy applies to any student who elects to take only remote courses for the Fall 2020 and/or Spring 2021 semesters. Please refer to the Undergraduate Student COVID-19 Policy Plan (“Duke UG COVID-19 Plan” or “Plan”), if you intend to take courses or access resources on campus.

If eligible, I may change my decision from remote learning to in-person coursework, if I plan to do so, I will notify keeplearning@duke.edu and await approval/next steps for returning to campus. Returning to campus and in-person coursework will subject the student to comply with all elements of the Duke Undergraduate COVID-19 Policy Plan.

Introduction
The world, including Duke, is in the middle of responding to and managing a global pandemic. This often includes delicate decisions and adjustments between opening and restricting activity. As part of this delicate balance, Duke plans to open its doors in the Fall of 2020 to undergraduate students who choose to come back to campus, and to also offer remote learning, online classes for those who choose not to return for the fall semester.

Students planning to return to Duke in the fall must adhere to additional policies and expectations for health and safety outlined in the Undergraduate Student COVID-19 Policy Plan (“Duke UG COVID-19 Plan” or “Plan”).

For those undergraduate students who do not return to the Duke Campus, this document Remote Learning: Undergraduate Student COVID-19 Policy Plan (“Remote Duke UG COVID-19 Plan” or “Remote Plan”) establishes student responsibilities, and expectations that a student must acknowledge and agree to comply with before beginning the fall semester.

Social Expectations: Students studying remotely must not return to campus or visit on-campus academic facilities without prior approval. Remote learning students are encouraged however to take advantage of the many online and virtual co-curricular programs and services.

Due to differences in student health and safety requirements, a safer experience for other Duke community members can not be assured with remote learning students visiting campus for academic and/or social reasons.
Academic Expectations - Remote Learning Coursework: (adopted from Duke School of Nursing and Medicine, in addition to other external sources): This section has been put together to support remote learning academic behavioral expectations.

Remote learning may include required or optional synchronous meeting pattern. Online sessions will be recorded and made available for a student to review at a time convenient for the time zone in which they are located.

Some Duke courses and meetings will include synchronous sessions with recordings available for asynchronous viewing at a time convenient for the time zone in which you are located. Recorded sessions should be viewed in accordance with the faculty member or host’s direction.

The recording and/or sharing of digital lectures or other online content without the permission of the creator of the content is strictly prohibited. "Duke University expects all members of the University community to respect copyright law (Title 17 of the United States Code). The principles of copyright law that apply to electronic course content are the same as those that apply to printed course material, regardless of whether the electronic content is textual or audio-visual, or where it is stored (e-reserves, AFS, Sakai, or Box for example). If permission would be required for a print use, it will be required for an analogous electronic use."

Academic Expectations - Remote Learning Etiquette: The following guidelines for video conferencing etiquette are outlined to make online sessions more productive, positive and successful for all participants. All students are expected to follow these best practices when participating in online sessions. The faculty member or host may provide additional guidance:

- Make sure your name is displayed, not your NetID or phone number.
- Test your technology before the session, including camera/video and Wi-Fi. Turn off all notifications and make sure your cell phone is on silent. Close tabs or applications you do not need during the call.
- Arrive on time. If you arrive late, no need to announce it; just mute and settle in.
- Remain active and engaged throughout the session. Avoid checking email, your phone or other activities.
- Camera and Microphone
  - The single most important best practice is to mute your microphone when you are not speaking.
  - General rule of thumb is to use your camera if the faculty member or host is using their camera.
- Chat Function (if allowed)
  - Pose questions in the chat function rather than interrupting the faculty member or host.
  - Use clear and concise language with correct spelling and grammar; avoid using texting abbreviations and emojis.
Do not use the chat function for general comments or chats with the faculty member or host or other session participants.

- If you need to leave the session for a few minutes:
  - In a session with fewer than 20 attendees
    - Put a note in the chat window letting everyone know you have stepped away. When you return, a follow-up in the chat window will let everyone know you are back.
  - In a session with more than 20 attendees
    - Just leave and come back as soon as you can.

**Accountability:** All allegations of student misconduct are subject to The Duke Community Standard: A Guide for Students, Duke’s guide for student conduct, behavior, and expectations. Any student(s) who disregard the local, state, or university COVID-19 expectations may be referred for disciplinary action.

First time, minor violations of COVID-19 conduct expectations will be met with appropriate educational responses. However, a student who fails to comply with the expectations more than once, or who flagrantly commits a serious violation that creates a health or safety risk to others in the Duke community, will be subject to more significant consequences, up to and including permanent removal from the undergraduate program.

**Request for Accommodations:** The Student Disability Access Office is the office on campus charged with assisting qualified students with disabilities in exploring and implementing reasonable accommodations. Students with medical conditions who wish to pursue Temporary COVID-19 academic accommodations or explore additional accommodations outside of COVID-19 should reach out to the SDAO at http://access.duke.edu for more information.

**Leave of Absence:** Duke has several leave of absence policies and you are encouraged to review these and request if you deem appropriate for your particular circumstances. Students may discuss these options and their implications (e.g. insurance, financial aid, transcript notations, etc.) with their Academic Dean. To learn more please visit:
Trinity: https://trinity.duke.edu/osr/leave-absence-policies-and-procedures
Pratt: https://pratt.duke.edu/undergrad/students/policies/3514

Note - Revisions for these policies are being designed to enable students to remain engaged with the Duke community and access select resources during a period of leave.

**Student Acknowledgement**

*Compliance with the instructions outlined above is required for students participating in remote learning; violation may result in a referral to the Office of Student Conduct for investigation or disciplinary action.*
As a student who intends to continue their academic coursework remotely, I acknowledge and agree as follows:

- I have read, understood, and agree to comply with all elements of the Remote Learning: Duke Undergraduate COVID-19 Policy Plan.

- I agree not to enter Duke’s campus or premises (including but not limited to classrooms, dining, residence halls, Campus Center spaces, etc.), except to access medical facilities to receive needed healthcare.

- I will comply with all undergraduate policies within The Duke Community Standard in Practice: A Guide for Students, Duke’s guide for student conduct, behavior, and expectations.

- I understand that I may have a choice to return to the Duke Campus or take classes remotely. However, selecting remote learning for the fall semester will still have behavioral expectations as outlined in this document.

- In choosing to continue my academic coursework and progression remotely, this decision may have other implications (e.g. insurance, financial aid, visa status, limit potential course availability).