

Dear Member

The UGFA realizes that you are in the midst of finalizing your decisions about how you will finish your courses this semester. We would like to remind you of the following:

- Presently, library services are reduced. You cannot count on the library being physically open for the remainder of the semester, and, in any case, students have been encouraged to leave residence halls. You should take this into account when considering any remaining assessments.
- You may cancel your final exam as long as students have had or will have had, by the end of the course, the opportunity to complete work that constitutes at least 60% of the course grade.
- If you plan to have a TAKE-HOME final exam, the Senior Administration requires that you adhere to the final exam schedule, with all dates delayed by exactly one week.
- We understand from our discussion with the Provost's Office today that they are preparing an update that will address, among other things, issues we have raised surrounding final exams.

Please contact the UGFA office by email at facassoc@uoguelph.ca if you:

- are concerned about how to approach the remainder of the semester,
- feel pressured to make particular choices in your teaching during this period,
- have requested to work from home and have received a non-compassionate response, or
- are scheduled to teach face-to-face courses in Summer 2020 and intended to teach using traditional methods.

Herb Kunze, UGFA President
Mary-Michelle DeCoste, UGFA Vice-President