March 30, 2020

Dear Kinesiology Graduate Students,

We recognize that the past days and weeks have been disruptive and stressful for you as you have had to suspend or alter your research, transition to remote forms of study, switch to online course work, adjust to physical distancing, perhaps move your home, and take care of your families. We are here to support you in this exceptional time of your graduate work. Graduate and Post-doctoral Studies also has detailed support and contact information if you are in need (https://www.grad.ubc.ca/covid-19).

G&PS has provided some options for students related to academic matters:

**FINAL GRADE Options**
Graduate students have some choices and flexibility in how any course grades may be affected during this term. If you are enrolled in KIN undergraduate and/or Graduate Courses for the Winter term 2 (January to April) you have the following options for each course:
- accept assigned grade; or

<table>
<thead>
<tr>
<th>Standing</th>
<th>Grade</th>
<th>Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal (W)</td>
<td>No grade assigned</td>
<td>No credit for course</td>
</tr>
<tr>
<td>Adjudicated Pass (J)</td>
<td>No grade indicated on the transcript. The grade assigned by the instructor is used in the calculation of averages</td>
<td>Credit is granted and the course need not be repeated; may not normally qualify as a prerequisite for further work</td>
</tr>
<tr>
<td>Aegrotat (AEG)</td>
<td>Letter grade assigned, which will be converted to the minimum percentage for that category for the calculation of averages</td>
<td>Allows credit for a course even though the course requirements have not been completed; awarded only if the course instructor and the dean agree that the student has demonstrated the capacity to deal with the course material satisfactorily</td>
</tr>
<tr>
<td>Deferred Standing (SD)</td>
<td>Grade assigned at a later date: students granted Deferred Standing in Winter Session must complete all outstanding course requirements by August 23 following. Extensions will be considered as necessary</td>
<td>Student is responsible for making satisfactory arrangements with their instructors for completion of outstanding course requirements</td>
</tr>
</tbody>
</table>

For full descriptions of the above standings, please visit the UBC Calendar
One of the more pressing (among many) issues you may be facing is whether to continue your studies and research in the Summer 2020 session (May to Aug 2020). UBC Graduate and Post-doctoral Studies (https://www.grad.ubc.ca/covid-19) is allowing students the option of a leave of absence. If this is an option you are considering, please discuss this with your supervisor and Helen Luk. We encourage you to consider the following:

- The School, UBC, Tri-council and other Funding agencies will continue to provide your scholarship/salary/funding if you choose to remain engaged in your studies through this period. This means you will be registered in course(s) or your thesis for the summer 2020 term.

- If your courses are entirely offered remotely, and does not rely on in-person interaction, you can continue your course of study.

- If your program is research-based, does not rely on in-person interaction, your supervisor is able to support you remotely, and you have no other relevant circumstances, you can continue your graduate studies.

- If it appears that continued progress on your graduate studies is unlikely, you can choose to take a leave of absence. As per UBC policy, while on a leave of absence, graduate students are expected to not undertake any academic or research work related to the program for which they have taken a leave of absence. Access to the University's facilities and resources, including faculty supervision, while on a leave of absence may be limited.

Please note, that taking a leave absence has a number of potential consequences that need to be considered carefully. A list of services that may be impacted by leave status can be found at https://www.grad.ubc.ca/faculty-staff/policies-procedures/leave-status. Of particular note:

a. Scholarship support is normally interrupted if you are on leave. External funding agencies and UBC are each engaged in discussions about financial assistance and continuity of funding for students, but at this point you should expect that scholarship funding will be interrupted if you go on leave, and therefore weigh your options accordingly.

b. If you take a leave, you are also not eligible to be employed as a teaching assistant; nor can you normally be appointed as a graduate research assistant.

c. If you are an International student, you are not eligible to work while on leave. International students must be registered as full-time students to be eligible to work.

d. Normally, if international students take more than 150 days of leave from their graduate program, they jeopardize their eligibility to apply for a Post-Graduation Work Permit (PGWP). It is our understanding, though, that Immigration, Refugees and Citizenship Canada (IRCC) will take the effects of COVID-19 into consideration when assessing PGWP program eligibility. Therefore, taking a leave of absence may be more of a viable option for international students than it would have been in other circumstances.
Students on leave may not have continued access to UBC Housing. Students should contact UBC Housing to confirm what housing options are available to them.

**Individual circumstances:**
Within the broad scenarios outlined above, the situations of individual students will vary considerably. It is important that you be in contact with your supervisor to discuss whether you will continue with coursework and/or research (or progress in your program in other ways, as noted above) or whether you wish to opt for a leave of absence for the Summer 2020 session.

**Submission of leave requests:**
If, in your conversations with your supervisor you determine that a leave of absence is appropriate, please refer to the following:

(i) Details re: on-leave status for students: [https://www.grad.ubc.ca/faculty-staff/policies-procedures/leave-status](https://www.grad.ubc.ca/faculty-staff/policies-procedures/leave-status)

(ii) Leave of Absence Request Form: [https://www.grad.ubc.ca/forms/request-leave-absence](https://www.grad.ubc.ca/forms/request-leave-absence)

(iii) Please direct any specific questions you may have to your program supervisor and/or Helen Luk at helen.luk@ubc.ca

**Leave of Absence requests are subject to the approval of G+PS**

No fees will apply in your account if you are granted a Leave of Absence. This means no tuition or student fees will be charged.

Importantly, if you have any specific needs we strongly encourage you to schedule a confidential advising appointment with an Enrolment Services Advisor.

*Please contact Helen Luk (helen.luk@ubc.ca) if you would like to submit a concession to withdraw from the course as outlined above.*

With best regards,

Bill Sheel, Patricia Vertinsky, Helen Luk