Fall 2020 COVID-19 modified Class attendance guidelines

While attendance and punctuality are under the control of each instructor, students are expected to attend each scheduled class session. Given the unique situation that COVID-19 pandemic presents instructors should prioritize clear communication for student expectations/responsibilities. Instructors should also practice leniency and flexibility as there are a variety of reasons why students may not be attending classes during the COVID-19 pandemic. These may include but are not limited to lack access to Wi-Fi or digital devices, financial concerns involving acquiring necessities or supporting family structures.

(1) Students are directly responsible to each of their instructors for attendance in each regularly scheduled class to which they are assigned. Students may only attend courses/sections for which they are registered.

(2) Instructors may initiate their own policy regarding attendance; if an instructor teaches more than one section of a course, the same policy should be used for all sections.

(3) Instructors are expected to announce their attendance policy to each class, but it is the responsibility of the student to know the policies of the instructor.

(4) According to the Center for Disease Control, contact tracing is essential for limiting the spread of COVID-19. Instructors are encouraged to take
attendance at each class meeting to facilitate any potential contact tracing among students that may be needed.

(5) Students are strongly encouraged to stay at home if feeling sick, and most especially if they think they may have an infectious disease. A physician certified medical excuse is not necessary.

(a) If a student misses a class, or series of classes, due to illness, the student is responsible for communicating with the course instructor to inform them as soon as possible.

(b) Students are responsible for communicating with the course instructor(s) via the means of communication established by the instructor(s), e.g., via Canvas, email, text, etc.

(c) Students are excused from class for participation in all University events [GEN 4.B.10 (1)(b)] and for circumstances beyond the students' control. Please refer to the University’s Class Attendance Policy (GEN 4.B.5) for specifics


(d) Instructors are responsible for providing reasonable accommodations or opportunities for students to make up course obligations that have an impact on their course grade.

(e) If instructors choose to request documentation for absences not related to a medical excuse, documents shall be considered timely if provided within 14 days of the absence unless circumstance beyond the student’s control prevent her/him from providing the information within the required period. It is expected that reasonable requests to make up exams and assignments will be accommodated.

(6) A University physician may, at his/her discretion, recommend to the instructor that a student who
incurs an absence for health reasons be excused.

(7) In all cases of absence, excused or otherwise, students are still responsible for completing any work that they may have miss due to illness, including assignments, quizzes, tests and exams.