

Students who are experiencing COVID-19 symptoms or who have been notified through contact tracing of potential exposure and need to self-quarantine or isolate must follow the protocols laid out [SMU’s Contact Tracing Protocol](#). To ensure academic continuity, students in these situations will not be penalized and will be provided appropriate modifications to assignments, deadlines, and testing. Please also note that SMUFlex classes might, in rare circumstances, go remote for two-week periods to accommodate COVID-related issues. To ensure these necessary accommodations, affected students must:

- Provide as much advance notification as possible to the instructor about a change in circumstances. Students are not required to disclose health details, but must notify their instructor about a potential absence as well as plans for a return to class. For cases in which students test positive for COVID-19, they should fill out a [CCC form at this link](#). The instructor will be notified in order to provide accommodations that ensure the student’s continuity in the course.
- Communicate promptly with the instructor to establish, as necessary, alternative assignments and/or changes to deadlines and exams. Students are then responsible for meeting the expectations laid out in these alternative arrangements.
- Continue participation in class via Zoom, as health circumstances permit. Attend class regularly, when not in a situation outlined above, in accordance with safety measures laid out by SMU CAN in the [Pledge to Protect](#) (including wearing masks, maintaining social distancing, and cleaning personal space after class). In-person participation in SMUFlex classes is required on students’ assigned red/blue rotation days except in cases when students are experiencing illness, are in self-quarantine or in isolation.
- Students facing multiple or extended COVID-19-related absences or illness can work with the Office of the Dean of Students to consider options such as fully remote learning or medical withdrawal.

This policy, aligned with the [SMU Honor Code](#) and the SMU [Pledge to Protect](#), relies on mutual trust and respect between students and faculty to ensure safety, academic integrity, and instructional continuity.

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The table below lays out additional attendance expectations that faculty can choose to include or not, based on their discretion and pedagogical approach.

Domain	Background (based on faculty feedback from the fall)	Syllabus language
Participation grades	Some faculty have concerns about in-person attendance requirements during a pandemic. Many faculty have, however, found that participation grades can reflect the expectations in the attendance policy above (e.g., “provide advance notification,” “communicate promptly,” “in-person attendance is required except in cases. . .”)	<u>Participation grades.</u> Students will receive up to “x%” of their grades for participation, which includes the following: providing prompt communication about absences, meeting the expectations laid out for agreed-upon alternative arrangements, following class participation expectations, making up missing work, and providing acceptable forms of documentation for absences.
Documentation	Some faculty have asked what types of documentation they can require. The language to the right clarifies the COVID-related documentation. All other forms of documentation would remain the same as in other semesters (e.g., SMU excused absences related to	<u>Acceptable forms of documentation.</u> Excused absences related to COVID-19 include either a) an email notification sent directly to the instructor that a student is in isolation, or b) an email from the Office of Dean of Students that a student is in quarantine. In the latter case for quarantine,

	religious events, athletics, etc. and/or medical-related documentation).	the email comes directly from the Office of Dean of Students to the student, who can then forward it to the instructor. Students who have self-selected to go into quarantine or isolation must follow SMU protocol and fill out a CCC form, which will generate the above documentation.
Zoom camera expectations	Faculty can set their own expectations about Zoom cameras (camera on/off; camera expectations tied/not tied to participation grades, etc.) If faculty choose to enforce expectations as part of a participation grade, the expectations must be in the syllabus. Expectations can be stated and not tied to participation grades, but enforcement of the expectations could be challenging, based on fall experiences.	<u>Zoom camera expectations:</u> For virtual class attendance, cameras should be turned on with faces clearly in view. If students are not clearly in view on the screen when attending via Zoom, they will be counted absent, and the participation grade will be impacted. If students have a technological issue that complicates participation, or if there is a specific reason to have the camera off, students must notify the instructor as soon as these issues occur to develop an alternative arrangement.
Recordings	Some faculty prefer to have all classes record automatically and upload to Panopto/Canvas. Other faculty would prefer to make the recordings available on an as-requested basis, per the stipulations in the SMU guidelines (see box to the right). This decision is at the faculty’s discretion. A change from the fall to the spring semester, however, is a requirement that recordings, whether automatically made available or provided only under the following conditions, must be made available within 48 hours of class.	<u>Access to recordings.</u> Per SMU requirements, recordings of synchronous classes will be made available as accommodations in the following situations: a) when students must be absent due to COVID-related issues, b) when international students live in time zones that make synchronous participation challenging, and c) when students experience bandwidth or other technology-related issues that could impede access to class. Students in these situations must request the recording in a timely manner. [Optional addition: In this class, students must make the request within [x] hours of missing class for the above reasons. If students have a compelling reason for not being able to make such a timely request, they must provide an explanation in writing.]
Uncounted unexcused absence days	Some faculty have suggested providing students with some “uncounted unexcused absence days,” which would help alleviate some of the anticipated stress of the spring semester with no formal breaks.	<u>Uncounted unexcused absence days.</u> Students can take up to [x] classes as uncounted unexcused absence days, in which they are not required to provide documentation for their absence, nor will the absence count against the participation grade. Such days recognize that people have extenuating circumstances that do not fall into the range of conventional excused absences. Students should notify the instructor when they are taking an uncounted

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		unexcused absence day. Due dates for assignments will not be adjusted to accommodate uncounted unexcused absence days.
Scheduled office hour/conference days/reading days	Some faculty prefer not to have students determine which days will be uncounted unexcused absences to make sure that students do not miss crucial class material, but they recognize the need for students to have opportunities for mental health breaks in a semester with no spring break. They have suggested scheduling a few class periods (up to 3 contact hours) as optional, additional office hours, conference or reading days, particularly at points when the semester might be especially demanding.	<u>Scheduled office hour/conference days/reading days.</u> Students will find on the weekly syllabus a number of scheduled class sessions when we will not meet as a group, but when I will instead offer additional, optional office hours for student-instructor conferences or I will schedule reading days to allow students catch up or get ahead with coursework.
Additional in-person attendance	Some faculty have expressed interest in formally inviting students to attend in person on all class days, including days of the opposite color assignment. This approach is a good option for many students, if the following two caveats are in place: a) the number of students can never exceed the classroom capacity as posted on my.smu.edu, which reflects the official socially distanced room capacity and b) students cannot be required to attend on their non-assigned color days because their schedules might make this option challenging.	<u>Additional in-person attendance.</u> Students who wish to do so are welcome to attend in person on both the red and blue rotation days, as long as the official classroom capacity for social distancing is observed. This maximum number can be found in my.smu.edu.
Studios and labs	Some faculty who teach labs or studio classes requested specific parameters that would pertain to their unique disciplinary areas. As with the other domains, this is optional to include or not based on faculty preference.	<u>Studios/labs.</u> This hands-on lab/studio course requires participation that cannot be done in a Remote setting due to the specialized equipment needed. If students have to miss a lab for a valid reason, they can still earn credit, but only for [x] out of the [x] studios/labs. Students can earn the participation points by <i>[insert here]</i> using the attached guidelines. Students will also be required to know the information missed for the exams. All missed lab excuses will be considered invalid until you provide written documentation that your absence was a valid excuse (see documentation above).