

Dear Professor,

One of your students in **the classes listed below** tested positive for COVID-19 and will need to miss in-person instruction for a period of time. Your student might have already notified you directly. Please see below for options in navigating this situation.

BL	3335	002	R	Business Law
FINA	4329	001	R	International Finance
FINA	5241	701C	R	Quant Trading and Strategies
SOCI	3305	001	R	Race and Ethnicity in Us
SPAN	5310	001	R	Spanish Literature Before 1700

As the virus evolves and moves into what many scientists believe is the beginning of an endemic stage, it is possible that we will see additional surges and higher case counts, including during the current omicron wave. Though more contagious, this latest variant appears to be less severe and shorter in duration than previous strains. We are prepared for this next stage and here to help you navigate through it in your classrooms.

- **To ensure academic continuity**, please review [these top five reminders from the SMU Center for Teaching Excellence](#). You are not required to offer a virtual attendance option for the student through Zoom, but this option is available to you.
- **Recordings**. You are required to record your classes for one week or until the student is able to return to class, either from the date of any direct communication from your student or from the date of this letter. We recommend that you add the following statement to your communications with the student: “*Students are prohibited from posting the lecture recordings of in-person classes or syllabi to any external sites.*”
- **Exceptions**: Each School or College dean has submitted a list of courses that have clear alternate academic continuity plans in lieu of recordings; if you believe your class is on this list, you need to contact your chair or associate dean for confirmation. Otherwise, you need to make the recordings available to affected students who reach out with a request.
- **Student privacy concerns are protected** to the extent possible. Students may be encouraged to inform you of any illnesses so that you can support them with as much flexibility as possible. Remind your class to visit the [Mustang Strong website](#) regularly so that they can keep up to date on the options available to them. Also, the QR Codes at the entrances of all campus buildings link to the ["Maintaining a Health Campus" site which recaps the latest campus protocols for COVID-19](#).
- **If an exam is scheduled during this time period**, alternatives for in-person tests scheduled during a student’s quarantine or isolation period need to be found. Students may complete all assignments and exams on their originally scheduled date if they are feeling well

enough and you can find a remote solution. If the student is not feeling well enough to test, please try to make flexible arrangements, as in any such extenuating circumstances.

- **If you provide Zoom as an option to students who are in quarantine or isolation,** please remind other students that extending this option to students not in isolation or quarantine is not aligned with the in-person class delivery protocol of SMU, and therefore is an option only for students in situations specific to COVID-19.
- **School/college supports.** Please reach out to your department chair or academic associate dean to get help on how to work through the range of tools available to you this semester (i.e., temporarily moving to Zoom, or other solutions such as an in-class facilitator or substitute lecturer). For classes that temporarily move to Zoom, the associate deans will share these decisions to covidfacultyrequest@smu.edu.

If you have other questions that are not addressed here or on the FAQ site, please reach out to your chair or academic associate dean. You can also copy covidfacultyrequest@smu.edu, which has been established to help navigate additional concerns specific to unique circumstances, as we recognize that there may well be situations that require more context to arrive at the best solution.

Sincerely,

Sheri

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