



ROLLINS COLLEGE POLICY

Title: 2022-2023 CLA-Holt Class Attendance Policy	Type	Temporary-Emergency
No: TMP 1011	Approval Date: 8-1-2022	
Responsible Office: Academic Deans	Reviewed By: CLA Curriculum Committee 7-21-2022; CLA Executive Committee, 7-29-2022; VPAA/Provost, 7-29-2022; President's Cabinet, 8-1-2022. Approved By: President, 8-1-2022	
Next Review: N/A - Temporary	Revision No: N/A	

I. Purpose/Introduction/Rationale

Rollins College is committed to supporting the wellbeing of its students, staff, and faculty. The College plans to continue fully in-person instruction during academic year 2022-2023 and aims to accommodate students who are isolated or quarantined due to COVID-19 exposure or infection in order to minimize the potential spread of COVID-19 among the College's students, faculty, and staff. This policy pertains to all students in the College of Liberal Arts (CLA) and the Hamilton Holt School (Holt)

II. Definitions

The 2022-2023 academic year will continue to employ a temporary *modification* of attendance policies tied to course grades due to the COVID-19 pandemic.

III. Procedure or Application

CLA and Holt.

- Students who must miss in person class sessions due to COVID-19 isolation or quarantine orders will not have their course grade negatively affected by their absence from class.
- Students remain responsible for all assigned work in the course or instructor-approved alternatives.
- Instructors will be notified of a student's need to miss class due to isolation and/or quarantine by the COVID Operations Team.
- Students who receive notification of a COVID-19 diagnosis or need to isolate/quarantine from an off-campus source must contact the Wellness Center to have instructors notified of a need for accommodation.
- Instructors will work with students to make up course material missed through the absences. The means of accommodation will be determined by the instructor.
- Instructors shall not request medical information to verify student isolation/quarantine as this can be a violation of HIPPA privacy laws.
- The Academic Honor Code will bind students to be truthful in reporting COVID exposure and diagnosis. Lying to a faculty or staff member is considered a violation of the Academic Honor Code.
- Students who miss class for reasons other than isolation/quarantine will be held to the terms of the instructor's attendance and participation policy as stated in the course syllabus.
- Excessive absences from class due to isolation/quarantine or other reasons can result in the student being unable to meet all the learning objectives for a course. In such cases, students will consult with the Office of Student and Family Care to explore options such as a medical leave, incomplete course contract, or withdrawal from the course.

IV. Effective Date

This policy is effective August 1, 2022, and supersedes all previously issued versions.

VII. Rationale for Revision

N/A