



## ROLLINS COLLEGE POLICY

Title: Spring 2021 Class Attendance Policy		Type	Temporary-Emergency
No: TMP 1008		Approval Date: 12-17-2020	
Responsible Office: Academic Deans		Reviewed By: CLA Curriculum Committee, 11-24-2020; CLA Executive Committee, 12-4-2020; Crummer Faculty, 12-9-2020; College Policy Committee, 12-9-2020; President's Cabinet, 12-17-2020; Approved By: President, 12-17-2020	
Next Review: 2024-2025		Revision No: N/A	

### I. Purpose/Introduction/Rationale

Rollins College is committed to supporting the wellbeing of its students, staff, and faculty. The College is delivering instruction during the 2020-2021 academic year in a hybrid, high-flex format, and discourages students from attending classes in-person when feeling ill in order to minimize the potential spread of COVID-19 pandemic-related illnesses among the College's students, faculty, and staff. This policy pertains to all students in the College of Liberal Arts (CLA), Hamilton Holt School (Holt), and Crummer Graduate School of Business.

### II. Definitions

Spring semester 2021 will 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 are ill will not have their course grade negatively affected by their absence from class.
- Irrespective of attendance, students remain responsible for all assigned work in the course or instructor-approved alternatives
- Students who miss class due to illness will sign a sworn statement (digital) attesting that their absence was indeed due to illness. A copy of the sworn statement will be shared with the instructor.
- Students who report themselves as absent due to illness from one class are not permitted to attend other classes on the same day.
- Students who miss class due to illness can contribute and actively participate in different ways (i.e., remotely or asynchronously), should their health allow it.
- The Academic Honor Code will bind students to be truthful in stating their reason for missing class. Lying to a faculty or staff member about the reason for an absence will be considered a violation of the Academic Honor Code.
- Instructors shall not request medical information to verify student illness as this can be a violation of HIPPA privacy laws.
- Students who are missing class because of illness should notify the Office of Student and Family Care and provide any relevant medical documentation.
- Students who miss class for reasons other than illness 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 illness or other reasons can result in the student being unable to meet all of 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.

### **Crummer.**

- Students who miss more than one class because of illness should notify the Crummer Student Success office. If appropriate (e.g., the student has contracted Covid-19), the student will be asked to notify the Office of Student and Family Care and provide any relevant medical documentation.
- Students who report themselves as absent due to illness from one class are not permitted to attend other classes on the same day.
- Instructors shall not request medical information to verify student illness as this can be a violation of HIPPA privacy laws.
- Students who miss class for reasons other than illness 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 illness or other reasons can result in the student being unable to meet all of the learning objectives for a course. In such cases, students will consult with the instructor and Crummer Student Success office to explore options such as a medical leave, an incomplete grade, or withdrawal from the course.

### **IV. Effective Date**

This policy is effective December 17, 2020, and supersedes all previously issued versions.