

COVID Absence Statement – Spring 2021 - draft

The statement is presented to in three versions (face-to-face classes / online courses / hi-flex courses) and each version is presented in two voices, one in the second person and one in the third person. Faculty can select the version that best fits their course modality and the style of their syllabi.

COVID Absences (face-to-face version – 3rd person)

Prior to arriving on campus each day or attending a face-to-face class, students are to complete the [daily student self-check](#). Students who are instructed to stay home due to their responses are not to come to campus or attend face to face classes and instead must follow up as directed through the self-check instructions. Students who are cleared to be on campus and attend class are required to attend face-to-face class sessions.

Students who are instructed not to attend class **must notify the instructor of their absence by email within 48 hours, if possible**. Students are not required to provide the instructor with documentation of COVID-19 symptoms, but **must immediately complete the [COVID-19 Notification form](#)**. Documentation will be provided by the Office of Student Outreach & Support. Students will not be penalized for COVID-19 related absences or late course assessments due to a COVID-19 related concern unless they are unable to complete course learning outcomes. Faculty will work with students to identify ways to complete course requirements.

Students must, if they are asymptomatic or if their symptoms do not interfere with their ability to participate in the course, **continue to participate in the course using the online assets and tools that the instructor makes available through UTCLearn including:** (Instructors should add a list here. It is understood that, in some cases, attendance is an inseparable function of course learning objectives (e.g., clinical labs, scientific labs, material demonstrations). In turn, these learning objectives are often tied to institutional and program accreditation or outside partnerships. **Departments should insert a statement about if and how unique face-to-face learning experiences, like clinical experiences, laboratories, studio classes, internship experiences, can be handled** (online, alternative, make up experiences).)

If COVID-19 related illness results in any missed course work (face-to-face or online), **students must contact the instructor within 48 hours of recovering to plan make-up work**. Makeup work must be completed according to the plan devised by the instructor in coordination with the student. It remains the student's responsibility to complete any missed work such as assignments, tests, quizzes, labs, or projects outside of scheduled class time. But please realize that class will continue, and students may find themselves in the situation where they are unable to complete all work by the end of the semester. In such a case, students should consider a late withdrawal or an

incomplete grade. Please contact the Records Office (423-425-4416) to learn more about the late withdrawal process.

If students have COVID-19 disability related risk factors that may affect attendance, students are strongly encouraged to register with the Disability Resource Center (423-425-4006) in order to receive necessary accommodations.

If students believe the instructor has not made reasonable and appropriate accommodations for absences, or makeup assignments, projects, labs, or exams due to COVID-19, students have the right to appeal according to UTC's [Policies and Procedures for Student Complaints](#) by filling out the [Student Complaint Form](#) and submitting to the Office of the Dean of Students.

COVID Absences (online version – 3rd person)

Students who are positive for COVID-19; symptomatic for COVID-19; exposed (close contact) to a known case of COVID-19 / someone positive for COVID-19; potentially exposed to a known case of COVID-19 / someone positive for COVID-19; or have traveled internationally or via cruise ship **must complete the [COVID-19 Notification form](#)**. Students will not be penalized for COVID-19 absences or late course assessments due to a COVID-19 related illness unless they are unable to complete course learning outcomes. Faculty will work with students to identify ways to complete course requirements.

Students must, if they are asymptomatic or if their symptoms do not interfere with their ability to participate in the course, **continue to participate in the online course**.

If COVID-19 related illness results in any missed course work, **students must contact the instructor within 48 hours of recovering to plan make-up work**. Makeup work must be completed according to the plan devised by the instructor in coordination with the student. It remains the student's responsibility to complete any missed work such as assignments, tests, quizzes, labs, or projects outside of scheduled class time. But please realize that class will continue, and students may find themselves in the situation where they are unable to complete all work by the end of the semester. In such a case, students should consider a late withdrawal or an incomplete grade. Please contact the Records Office (423-425-4416) to learn more about the late withdrawal process.

If students have COVID-19 disability related risk factors that may affect attendance, students are strongly encouraged to register with the Disability Resource Center (423-425-4006) in order to receive necessary accommodations.

If students believe the instructor has not made reasonable and appropriate accommodations for absences, or makeup assignments, projects, labs, or exams due to COVID-19, students have the right to appeal according to UTC's [Policies and Procedures for Student Complaints](#) by filling out the [Student Complaint Form](#) and submitting to the Office of the Dean of Students.

COVID Absences (hi-flex version – 3rd person)

Prior to arriving on campus each day or attending a face-to-face class, students are to complete the [daily student self-check](#). Students who are instructed to stay home due to their responses are not to come to campus or attend face to face classes and instead must follow up as directed through the self-check instructions.

Students who are instructed not to attend class **must notify the instructor of their absence by email within 48 hours, if possible**. Students are not required to provide the instructor with documentation of COVID-19 symptoms, but **must immediately complete the [COVID-19 Notification form](#)**. Documentation will be provided by the Office of Student Outreach & Support. Students will not be penalized for COVID-19 related absences or late course assessments due to a COVID-19 related concern unless they are unable to complete course learning outcomes. Faculty will work with students to identify ways to complete course requirements.

Students must, if they are asymptomatic or if their symptoms do not interfere with their ability to participate in the course, **continue to participate in the course using the online synchronous or online asynchronous versions of the class**.

If COVID-19 related illness results in any missed course work (face-to-face or online), **students must contact the instructor within 48 hours of recovering to plan make-up work**. Makeup work must be completed according to the plan devised by the instructor in coordination with the student. It remains the student's responsibility to complete any missed work such as assignments, tests, quizzes, labs, or projects outside of scheduled class time. But please realize that class will continue, and students may find themselves in the situation where they are unable to complete all work by the end of the semester. In such a case, students should consider a late withdrawal or an incomplete grade. Please contact the Records Office (423-425-4416) to learn more about the late withdrawal process.

If students have COVID-19 disability related risk factors that may affect attendance, students are strongly encouraged to register with the Disability Resource Center (423-425-4006) in order to receive necessary accommodations.

If students believe the instructor has not made reasonable and appropriate accommodations for absences, or makeup assignments, projects, labs, or exams due to COVID-19, students have the right to appeal according to UTC's [Policies and Procedures for Student Complaints](#) by filling out the [Student Complaint Form](#) and submitting to the Office of the Dean of Students.

COVID Absences (face-to-face version – 1st person)

Prior to arriving on campus each day or attending a face-to-face class, you are to complete the [daily student self-check](#). If you are instructed to stay home due to your responses you are not to come to campus or attend face to face classes and instead must follow up as directed through the self-check instructions. If you are cleared to be on campus and attend class you are required to attend face-to-face class sessions.

If you are instructed not to attend class you **must notify me of your absence by email within 48 hours, if possible.** You are not required to provide me with documentation of COVID-19 symptoms, but **must immediately complete the [COVID-19 Notification form](#).** Documentation will be provided by the Office of Student Outreach & Support. You will not be penalized for COVID-19 related absences or late course assessments due to a COVID-19 related concern unless you are unable to complete course learning outcomes. I will work with you to identify ways to complete course requirements.

You must, if you are asymptomatic or if your symptoms do not interfere with your ability to participate in the course, **continue to participate in the course using the online assets and tools that I make available through UTCLearn including:** (Instructors should add a list here. It is understood that, in some cases, attendance is an inseparable function of course learning objectives (e.g., clinical labs, scientific labs, material demonstrations). In turn, these learning objectives are often tied to institutional and program accreditation or outside partnerships. **Departments should insert a statement about if and how unique face-to-face learning experiences, like clinical experiences, laboratories, studio classes, internship experiences, can be handled** (online, alternative, make up experiences).)

If COVID-19 related illness results in any missed course work (face-to-face or online), **you must contact me within 48 hours of recovering to plan make-up work.** Makeup work must be completed according to the plan devised me in coordination with you. It remains your responsibility to complete any missed work such as assignments, tests, quizzes, labs, or projects outside of scheduled class time. But please realize that class will continue, and you may find yourself in the situation where you are unable to complete all work by the end of the semester. In such a case, you should consider a late withdrawal or an incomplete grade. Please contact the Records Office (423-425-4416) to learn more about the late withdrawal process.

If you have COVID-19 disability related risk factors that may affect attendance, you are strongly encouraged to register with the Disability Resource Center (423-425-4006) in order to receive necessary accommodations.

If you believe I have not made reasonable and appropriate accommodations for absences, or makeup assignments, projects, labs, or exams due to COVID-19, you have the right to appeal according to UTC's [Policies and Procedures for Student Complaints](#) by filling out the [Student Complaint Form](#) and submitting to the Office of the Dean of Students.

COVID Absences (online version – 3rd person)

If you are positive for COVID-19; symptomatic for COVID-19; have been exposed (close contact) to a known case of COVID-19 / someone positive for COVID-19; have potentially been exposed to a known case of COVID-19 / someone positive for COVID-19; or have traveled internationally or via cruise ship you **must complete the [COVID-19 Notification form](#).** You will not be penalized for COVID-19 absences or late course assessments due to a COVID-19

related illness unless you are unable to complete course learning outcomes. I will work with you to identify ways to complete course requirements.

You must, if you are asymptomatic or if your symptoms do not interfere with your ability to participate in the course, **continue to participate in the online course.**

If COVID-19 related illness results in any missed course work, **you must contact me within 48 hours of recovering to plan make-up work.** Makeup work must be completed according to the plan devised by me in coordination with you. It remains your responsibility to complete any missed work such as assignments, tests, quizzes, labs, or projects outside of scheduled class time. But please realize that class will continue, and you may find yourself in the situation where you are unable to complete all work by the end of the semester. In such a case, you should consider a late withdrawal or an incomplete grade. Please contact the Records Office (423-425-4416) to learn more about the late withdrawal process.

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COVID Absences (hi-flex version – 3rd person)

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outside of scheduled class time. But please realize that class will continue, and you may find yourself in the situation where you are unable to complete all work by the end of the semester. In such a case, you should consider a late withdrawal or an incomplete grade. Please contact the Records Office (423-425-4416) to learn more about the late withdrawal process.

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