

COVID Absence Statement – Fall 2021

(draft)

Background on Revised Draft

A recent survey of faculty found that 61% of full-time faculty support the Faculty Senate adopting a COVID-19 Absence Statement. 59% of faculty wanted changes made to the statement used in Spring 2021. Based on feedback provided in the survey, along with changes made to UTC's COVID-19 policies, the following changes were made:

- Removed references to daily self-check, as self-checks will not be required in fall.
- Removed section on participating in online version of a face-to-face class. Faculty have requested that we stop requiring that all face-to-face classes be offered simultaneously online.
- Removed sentence saying students will not be penalized for COVID-19 absences or late course assessments. Faculty have requested that we be more strict about “COVID” absences and that we treat them more like other absences. Whether a student is penalized will now be at the discretion of the instructor.
- Rearranged what is now the first paragraph to emphasis students must complete the COVID-19 notification form. Faculty have requested that students provide documentation – filling out the form will trigger a notification from the Office of Student Outreach & Support.
- In the second paragraph, changed “48 hours of recovering” to “48 hours of diagnosis” and “unable to complete all work by the end of the semester” to “unable to complete work in a timely manner.” Faculty have requested that we make it clearer that students are responsible for making up work in a timely fashion.

The draft statement is presented below in two voices, one in the second person and one in the third person. Faculty can select the version that best fits the style of their syllabi.

COVID Absences (3rd person)

Students **must complete the [COVID-19 Notification form](#)** if they are positive for COVID-19; symptomatic for COVID-19; exposed (close contact) to a known case of COVID-19 / someone positive for COVID-19; or potentially exposed to a known case of COVID-19 / someone positive for COVID-19. Documentation will be provided to the instructor by the Office of Student Outreach & Support.

If COVID-19 related illness or quarantine results in any missed classes or course work, **students must contact the instructor within 48 hours of completing the COVID-19 Notification form to plan make-up classes and course work.** Faculty will work with students to identify ways to complete course requirements. 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. Please realize that class will continue, and students may find themselves in the situation where they are unable to complete work in a timely manner. In such a case, students may consider requesting an [Exception to the Withdrawal Deadline](#) or an incomplete grade. Please contact the Office of the University Registrar (423-425-4416) to learn more about the late withdrawal process.

If students have COVID-19 disability-related risk factors that may indicate a need for additional academic accommodations, students are strongly encouraged to register with and/or contact 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 (1st person)

You **must** complete the [COVID-19 Notification form](#) 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; or have potentially been exposed to a known case of COVID-19 / someone positive for COVID-19. Documentation will be provided to me by the Office of Student Outreach & Support.

If COVID-19 related illness or quarantine results in any missed classes or course work, you **must contact me within 48 hours of completing the COVID-19 Notification form to plan make-up classes and course work.** I will work with you to identify ways to complete course requirements. 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. Please realize that class will continue, and you may find yourself in the situation where you are unable to complete work in a timely manner. In such a case, you may consider requesting an [Exception to the Withdrawal Deadline](#) or an incomplete grade. Please contact the Office of the University Registrar (423-425-4416) to learn more about the late withdrawal process.

If you have COVID-19 disability-related risk factors that may indicate a need for additional academic accommodations, you are strongly encouraged to register with and/or contact 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.