

**Temporary Amendment to Standard University Class Attendance Policy
During COVID-19 Pandemic: Effective Fall 2020**

The following amendment to the Gonzaga Attendance Policy was suggested by the Academic Instruction and Learning Committee (AIRC) of the Pandemic Response Task Force (PRTF) and approved by the Provost of Gonzaga University for implementation for the Fall Semester, 2020.

The University maintains a general expectation that students will attend courses either in-person or in some remote modality; however, due to the variety of factors that may impact attendance during the COVID-19 pandemic, the University class attendance policy is modified in the following ways:

- **The maximum allowable absence of two class hours (100 minutes) for each class credit and the use of the V grade for excessive absences are suspended.**

Additionally:

- **Faculty must articulate their expectations for attendance in their course syllabi. If the class meets in a hybrid modality, expectations for both in-person and remote attendance should be included.** Students must not be penalized for following COVID-19 protocols ([link](#)).
- **Faculty are required to accommodate students who must or choose to attend classes remotely on a short- or long-term basis.**
- **Every faculty member is expected to maintain records for both in-person and remote attendance that can be used to trace contacts in the event a class attendee is diagnosed with COVID-19** (e.g., class photograph after everyone is seated, formal roll sheet, use of Zagweb attendance tracking feature). These *records should be easily and quickly accessible* by the faculty member or a substitute in the event a class member tests positive. This will assist health professionals in the important work of contact tracing. To avoid virus transmission, faculty are strongly discouraged from having students sign-in on a sheet of paper.
- **Assigned seating will be required in every classroom and lab.** This will assist health professionals in the important work of contact tracing.

Additional suggestions and guidelines for faculty:

- **Due to the unpredictable nature of the pandemic timeline, and because students may not be in control of their attendance, faculty are encouraged to prioritize student engagement and participation in course activities over mere attendance.** Faculty who recognize students struggling to remain engaged in a course should employ Gonzaga's [REFER system](#) to discern how best to serve the students.
- **Faculty are expected to be highly flexible in accommodating students who are ill, who display one or more COVID-19 symptoms, who must be quarantined due to contact with someone who is ill, or who have a significant concern about becoming ill.** The easiest accommodation will likely be to allow students to shift from in-person to remote attendance, unless illness or emergency makes even remote attendance impossible. Due to HIPAA regulations, and because

Gonzaga does not recognize “excused” and “unexcused” absences, students shall not be compelled to produce a doctor’s note.

- **Faculty are encouraged to support students with prolonged COVID-related absences that interfere with students’ engagement in the class and completion of class requirements by awarding “I” (Incomplete) grades to allow students to complete course requirements beyond the end of the regular term.**