

Attendance Guidelines during COVID-19

Based on APS 800401, faculty members are required to establish attendance requirements in each course and inform students of the course attendance policy at the first class meeting and in the course syllabus.

The current Academic Policy Statement 800401 remains in effect in normal course delivery situations, both in-person and online, and also in the case of a move to remote course delivery. However, the fall 2020 semester may present several circumstances that warrant some additional considerations when faculty develop the attendance requirements for their courses. These include:

- courses may be offered as hybrid (partially in-person and partially online);
- courses may be moved to fully remote delivery if public health recommendations change;
- students may accumulate absences if they test positive for COVID-19;
- students may accumulate absences if someone they live with tests positive for COVID-19;
- if instruction is moved to remote delivery, students may face challenges related to connectivity and/or equipment problems.

Given these uncertainties, we encourage faculty to include clear guidelines about attendance that:

- outline expectations for both in-person classes and online/remote participation;
- encourage students who are not feeling well to stay home;
- ask for documentation for absences related to COVID-19 (for the student or family member);
- describe how make-up work will be handled;

Late arrivals may be more likely given the challenges of moving around campus while attempting to social distance. Faculty are encouraged to be flexible and understanding about late arrivals to class given these circumstances, although how this is managed in your course remains up to you.

If a student is unable to continue the semester due to documented illness or an emergency situation, please consider assigning a grade of “incomplete” and work with department chair to create a plan for the student to finish the course. For information on Incompletes please see <http://catalog.shsu.edu/undergraduate/academic-policies-procedures/degree-requirements-academic-guidelines/scholastic-requirements/#grades-grade-points>

The Office of Academic Affairs has asked faculty to monitor attendance for ALL courses in Blackboard for each course beginning in fall 2020. (Please refer to the letter from Provost Eglsaer dated May 15, 2020.)

There are numerous ways to record attendance in Bb for both synchronous meetings and asynchronous engagement with course material. Faculty are encouraged to reach out to the SHSU Online 24/7 support desk or to work with an instructional designer to find a method of attendance monitoring that works best for their particularized needs. For information on how to monitor attendance in Blackboard, please visit <https://online.shsu.edu/fall-2020-readiness/>

NOTE: While Blackboard should be used to monitor attendance, faculty are still required to report attendance in Banner. For each class, faculty members will need to verify enrollments from the first day of class through the census date on the twelfth class day. Please visit the [ATTENDANCE VERIFICATION webpage](#) for instructions and for more information.

Provided by Faculty Senate on 08/10/2020.