

COVID-19 EMERGENCY SYLLABUS POLICIES AND PROTOCOLS

The following classroom policies have been prescribed by the University of Mississippi during the Fall 2020 in response to the COVID-19 Emergency.

Classroom Health Requirements

(Language in this section can be inserted into syllabus)

- Properly worn face coverings or face masks are required inside all University buildings. Face-to-face sessions will not proceed unless all present have properly worn face coverings or face masks. (Students who have a diagnosed health concern which interferes with the wearing of face coverings or face masks may contact the Student Disability Services (SDS) Office to seek a University-approved accommodation. Please [contact SDS](https://sds.olemiss.edu/) at <https://sds.olemiss.edu/> for more information.)
- Students and faculty must complete the daily symptom checker before any face-to-face class meeting.
- Students and faculty must quarantine for 14 days if they have a positive COVID-19 test, possible virus exposure, or display any symptoms related to COVID-19.
- Students with COVID-19 should seek medical attention at the Student Health Center and contact their instructor to let them know that they are sick, quarantined, or have some other health-related absence.
- If students test positive for COVID-19 at any health care facility, they must contact the Student Health Center at 662-915-7274. (Faculty and staff should contact the Employees Health Service at 662-915-6550.) University Health Services will coordinate contact tracing to lessen the likelihood of spread.
- Upon entering the classroom, students and instructors should use provided cleaning supplies to wipe down the surfaces that they will touch during the class.

Nonadherence with Health Requirements

(Language in this section can be inserted into syllabus)

- Students have been informed of the COVID-19 guidelines for the school year (including face covering, social distancing, hand hygiene, etc.); therefore, students will not be allowed in classroom spaces when they are out of compliance with these guidelines.
- The University's Academic Conduct and Discipline Policy states that "disorderly behavior that disrupts the academic environment violates the standard of fair access to the academic experience." Failure to adhere to health requirements during the COVID-19 emergency will be deemed as disruptive to the classroom and will be enforced following the Academic Conduct and Discipline procedures.
- The University of Mississippi has adopted a tiered disciplinary protocol for nonadherence to COVID-19 health requirements. This disciplinary protocol is maintained by the [Office of Conflict Resolution and Student Conduct](https://conflictresolution.olemiss.edu/) (<https://conflictresolution.olemiss.edu/>).

Attendance Policies (Information for Faculty)

- The University’s Class Attendance Policy enables the instructor to determine the attendance guidelines that best promote learning in the delivery mode of the course. The instructor articulates and informs students of that policy in writing, via a course syllabus, on or before the first meeting of each course.
- Fall 2020 courses will be delivered in face-to-face, hybrid, remote, and online delivery modes. Students attending courses with a face-to-face component will be required to have assigned seating during the designated class times. Attendance scanners will be turned off to decrease bottlenecks at classroom entrances and decrease touch risks.
- Students attending the virtual component of hybrid, remote, or online courses are subject to the same attendance policy and procedures as traditional students. However, participation is defined in a different manner. The University’s “Attendance Policy for Online Education” states: “Student attendance in online courses is defined as active participation in the course as described in the individual course syllabus.” If students fail to meet online attendance requirements as stated in the syllabus, they will be given an absence.
- COVID-19 safety protocols hold the highest priority, and faculty should design attendance guidelines for students which do not penalize students for adhering to COVID-19 safety protocols. Course attendance policies for face-to-face, hybrid, remote, and online must allow for absences necessary for isolation, quarantine, or other COVID-19 related absences. Faculty are encouraged to be flexible with assignment due dates when students have COVID-19-related absences in all courses, regardless of delivery mode.
- Students should NOT attend a face-to-face class when they are feeling ill, experiencing COVID-19 symptoms, or believe they may have been exposed to the virus. Instructors of courses with a face-to-face component should encourage students to stay home in these circumstances.
- Assigned seating and recorded attendance are required for every face-to-face class session (for both face-to-face and hybrid delivery modes) to assure required social distancing and facilitate contact tracing. Students are to sit in only designated seats.
- Faculty should remain sensitive to the needs of students who may need to transition to/from face-to-face classrooms and online environments. Due to COVID-19 restrictions, students may not have easy access to safe public spaces to support online learning and may need to commute from residence halls or elsewhere to attend face-to-face class meetings.

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Calendar Changes

(Information for Faculty)

- Fall semester classes begin 24 August 2020 and end 17 November 2020.
- Final exams will be held 18-20 and 23-24 November 2020.
- The grade submission window will be open 18 November through 7 December 2020. Grades will be due at 6:00 pm on 7 December 2020.

Classroom Policies

(Information for Faculty)

- Instructors must conclude classes on time in order to facilitate the timely exit of students from the marked doors to maintain physical distancing. Students should exit the classroom building without delay and not congregate in hallways. Incoming students should wait outside the building before the start of class and also not congregate in the hallways.
- Instructors must adhere to the recommended physical distancing occupancy numbers for the classroom.
- Instructors who want to offer class outdoors should follow the Outdoor Classroom Guidelines, found on the Keep Teaching webpage.

Student Support Resources

(Language in this section can be inserted into the syllabus)

- Students are encouraged to visit the [University’s Keep Learning site](https://olemiss.edu/keeplearning/) (https://olemiss.edu/keeplearning/) to access information and resources related to COVID-19 support. The site provides links to University student services to facilitate and support learning.
- Students with diagnosed health concerns that may affect their compliance with COVID-19 health requirements should contact [UM’s Student Disability Services \(SDS\) Office](https://sds.olemiss.edu) (https://sds.olemiss.edu) to see if they are eligible for an SDS accommodation as soon as possible.

Updated Contact Information

(Language in this section can be inserted into the syllabus)

- The University must have accurate contact information, including cell phone numbers, to facilitate student communications and contact tracing. [Students should check and update their University contact information \(https://olemiss.edu/mystudentprofile\)](https://olemiss.edu/mystudentprofile).

Examinations and Last Week of Class

(Information for Faculty)

- Exams, tests, or quizzes exceeding 10% of the grade are not to be given on the last three days of classes. Papers and projects (so long as due dates are in the syllabus) are allowed during these last three days, just not exams. The Fall 2020 semester will end on Tuesday, Nov. 17. Thus, tests (exceeding 10%) are not permitted on the preceding Friday, Monday, Tuesday (Nov. 13, 16, 17).

University Visitor Policy

(Information for Faculty)

- All University visitors must follow COVID-19 emergency health and safety protocols.