

Siena College

COLLEGE AND ADMINISTRATIVE POLICY

Policy Title:	<i>Attendance Policies for Fall 2020*</i>
Type or category of Policy:	<i>Administrative</i>
Approval Authority:	<i>Dr. Margaret Madden, Provost and Senior Vice President</i>
Responsible Executive:	<i>Dr. Margaret Madden, Provost and Senior Vice President</i>
Responsible Office:	<i>Academic Affairs</i>
Owner Contact:	<i>Office of Academic Affairs, academicaffairs@siena.edu, 518-783-2307.</i>
Reviewed By:	<i>Dr. Margaret Madden</i>
Reviewed Date:	<i>July 28, 2020</i>
Last Revised and Effective Date of Revision:	

**This policy was developed as a response to the COVID-19 crisis. It applies to the Fall 2020 semester and its continuation will be reviewed periodically as the situation changes.*

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

Brief Overview of the Policy

Faculty must adopt flexible attendance policies that recognize the potential need for students to self-isolate.

Reason for Policy

To help prevent the spread of COVID-19 in the classroom.

Scope of the Policy: Entities or Individuals affected by this policy

All faculty.

The Official Policy

To prevent the spread of COVID-19, we must require students to self-quarantine if they have symptoms or have been exposed to the virus. Therefore, we need to have policies that discourage students from attending in-person classes during the semester in these circumstances. One of the reasons we are providing lecture-capture equipment in classrooms is to allow students to continue to “attend” class remotely. In the event that a particular room is not so equipped, IT will provide portable technology that will permit recording through Canvas. The Health Center will provide a notice if students are in these self-quarantine categories, but even those with mild symptoms who may not go to the health center should self-isolate. Therefore, faculty must adopt attendance policies that may be more flexible than usual to accommodate students who are doing the right thing by not attending. If you have questions about a particular student or situation, please contact the Health Center (health@siena.edu) or SASE (studentsuccess@siena.edu) so appropriate staff can follow up.

Adopted: *July 28, 2020*

Reviewed: *Date the policy was last reviewed.*

Revised: *Date(s) of revisions made to the policy.*

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