



Senate Snapshot

August 27, 2020

Classroom and Syllabus Guidelines for Instructors Related to COVID-19

This guidance is current as of the date listed herein (this supersedes information prior to August 27) and is subject to change or as additional information becomes available.

The Provost's Office, the Faculty Senate and the Office of Student Conduct (OSC) support instructors as they seek to provide a positive learning environment for all students. The Faculty Senate has provided a syllabus statement for faculty teaching in-person and hybrid courses to include in their course syllabi. The Office of Student Conduct has provided conduct management guidelines. Western Michigan University recognizes that race, ethnicity, gender expression, disabilities, and other visible social identities play a role in how instructors experience the classroom environment. Thus, all instructors are strongly encouraged to become familiar with the [WMU Nondiscrimination Policy](#)

Classroom and Syllabus Guidelines

All instructors should...

Include the [Faculty Senate syllabus statement](#) in your syllabus and your D2L

News Feed regarding COVID-19 related requirements regarding facial covering (mask) and social distancing. Depending on the classroom and the nature of the course, instructors may add other requirements (e.g., directional guidance in laboratories). Instructors are encouraged to consider including adherence to these requirements as

part of the overall participation grade in the course and send an email or post a note in the D2L Newsfeed to remind students about the requirements before the semester begins.

Complete the daily wellness screening via the [Sindecuse Health Center](#) patient portal each day they are physically on campus prior to their arrival.

Remind students that they are required to log into the [Sindecuse Health Center](#) patient portal and complete the daily wellness screening each day they attend class or leave their on-campus residence.

Instructors **may** ask students to present their green badge in order to gain entrance to their classroom, but this **must be done uniformly**. In other words, all students in a class shall be asked or none; **instructors cannot selectively ask a student to show their badge**. Instructors **may** provide a device for the purpose of allowing students to check into the patient portal in the event they do not carry a smart device.

Orally review classroom requirements at the beginning of the semester and spend a few minutes on these requirements for the first several class periods, before the end of drop/add.

Non-compliance

If a student fails to adhere to the requirements during a particular class, instructors should take the following steps:

1. Remind the student, in a firm yet kind manner, of the requirement and the reason for it: safety. Ask the student to comply.
2. Remind the student that their non-compliance is a violation of class requirements and of the [Student Code of Conduct](#) and ask that the student comply.
3. Ask the student to either comply or to leave the classroom immediately.
4. If the student fails to comply or leave, assess the situation and dismiss class.

After class, instructors should:

- For students who failed to comply: Immediately file a report with the OSC.
- For students who initially violated the requirement, but who chose to comply when addressed: Consider an email or other communication to remind the student of the requirement for future classes but also allow the student to explain their action in a way that might help mitigate it in the future.
- Immediately communicate a class dismissal to your academic department chair/school director and, as soon as possible, produce a written record of the facts.

- Instructors should be confident that referrals to the OSC will be addressed and they will have the University's support as they reinforce Western Michigan University's classroom requirements.