**Policy Title:** Attendance Policies for Fall 2020*

**Type or category of Policy:** Administrative

**Approval Authority:** Dr. Margaret Madden, Provost and Senior Vice President

**Responsible Executive:** Dr. Margaret Madden, Provost and Senior Vice President

**Responsible Office:** Academic Affairs

**Owner Contact:** Office of Academic Affairs, academicaffairs@siena.edu, 518-783-2307.

**Reviewed By:** Dr. Margaret Madden

**Reviewed Date:** July 28, 2020

**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.*
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.