



Office of the Dean of Students

Advice for navigating absences due to quarantine

As we navigate the return to in-person learning, we need to stay flexible and ready to adapt to changing circumstances. Over the course of the semester, you may be told to not attend class in-person by Hamilton Health Box (HHB) due to a positive test result or concerning symptoms. Depending on the circumstances, you might not be able to attend classes in-person for up to two weeks. The suggestions below are to help you think about the logistics of attendance and coursework as you prepare for the fall. Stay flexible, and when in doubt, reach out to dos@cmc.edu.

1. Read all your syllabi carefully as soon as you receive them. Highlight the instructions your professors provide regarding attendance and access to class in instances of quarantine or isolation:

- Is there a zoom link for attendance during quarantine or isolation? Bookmark this link.
- Is there a link to zoom recordings so that you may watch class after it has taken place?
- What directions has your professor provided regarding exams and quizzes?
- What directions has your professor provided regarding electronic submission of assignments or papers while in quarantine or isolation?
- What are the specifics of your professor's policy regarding attendance and late submission of work?
- How will your professor deliver class if they are unable to deliver in-person because they are in quarantine or isolation?
- How does your faculty member want you to communicate? (email, Slack, Sakai, etc.)

If you find that the syllabus is unclear about these situations, please ask your professor. You may also contact a member of the Academic Success unit in the DOS for advice on interpreting the guidelines on your syllabi or reaching out to your faculty (dos@cmc.edu).

2. Please keep lines of communication open. If you are placed in quarantine or isolation by HHB, the DOS will know. We will expect that you will communicate your situation to your faculty. Please reach out to the Dean of Students (dos@cmc.edu) if you have any questions about how to communicate this. Consider adopting some of the language provided below:

Dear (insert name),

I have been placed in quarantine/isolation by HHB for tentative dates (list dates). Per your syllabus, my plan is to attend class (list form such as on zoom or watching/listening to recordings). I've copied in Sue Layden, Sr. Associate Dean of Student Success (slayden@cmc.edu) as the DOS is aware of my (quarantine/isolation).

(Insert language about any upcoming quizzes, exams, assignments or assignments you may need to take virtually or turn in electronically).

(Add a closing)

3. As always, we are here to help support your success. Reach out if you have any questions.

4. Finally, please do your part to stay healthy. Mask-wearing, frequent hand-washing, and social distancing are important tools against the spread of the virus. Stay well.