

Advice for Navigating Absences Due to Isolation

The Claremont Colleges have agreed that they are committed to in-person instruction and that they seek to conduct the fall semester as close to “pre-COVID” normal as possible, meaning that individual faculty members will set their own classroom policies, including (for example) potential affordances and procedures to be followed for absences and the submission of coursework.

If you have been told by Student Health Services (SHS) not to attend class due to a positive test result or concerning symptoms, depending on the circumstances, you might not be able to attend classes for between 5-10 days. The staff of Hamilton Health Box (HHB) will work with you individually to determine your “release from isolation” date. The suggestions below are to help you think about the logistics of attendance and submission of coursework during the semester. Stay flexible, and when in doubt, reach out to slayden@cmc.edu.

1. Read all your syllabi carefully as soon as you receive them. Highlight the instructions your professors provide regarding attendance and submission of coursework. Please note that the strategies and affordances for helping students maintain their academic progress will vary by professor:

- What are your professor’s expectations and approach regarding attendance?
- What are your professor’s expectations and approach regarding the submission of coursework?
- How does your faculty member want you to communicate with them?

If you find that the syllabus is unclear about these situations, please ask your professor for more information. 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 (slayden@cmc.edu).

2. Please keep lines of communication open. If you are placed in quarantine or isolation by SHS, the DOS will know but it will be up to you to notify your professors immediately. We expect you to communicate with your professors about your situation. Please reach out to the Dean of Students (dos@cmc.edu) if you have any questions about how to communicate with your professors.

Consider adopting some of the language provided below for when you email your instructors:

Dear [*insert name*],

I have been told by SHS not to attend class for the following tentative dates [*list dates*].

Per your syllabus, my plan is to keep up with the class by [*Insert language consistent with your professor’s expectations*]. I’ve copied in Sue Layden, Sr. Associate Dean of Student Success (slayden@cmc.edu) as the DOS is aware of my situation.

[Insert language about any upcoming quizzes, exams, assignments or assignments you may need to take while in SHS mandated quarantine/isolation].

[Add a closing]

Please remember to copy slayden@cmc.edu on your email to faculty.