

COVID Absence Statement – Spring 2022

The statement is presented to in three versions (face-to-face classes / online courses / hi-flex courses) and each version is presented in two voices, one in the second person and one in the third person. Faculty can select the version that best fits their course modality and the style of their syllabi.

COVID Absences (face-to-face & blended hybrid version – 3rd person)

If a student is COVID-19 positive or exposed to someone who is COVID-19 positive, the student is encouraged to complete the [COVID-19 Notification form](#) and follow the *recommendations* provided by the UTC Health team. Documentation will be provided to the instructor by the Office of Student Outreach & Support.

Similar to any illness, verified documentation must be provided to faculty to provide reasonable accommodations for absences related to COVID-19. Instructors have considerable discretion in deciding how students may make up any coursework. Reasonable accommodations for absences related to COVID-19 are consistent with non-COVID related absences and may include but are not limited to: submission of late coursework within a reasonable amount of time, dropping the lowest grade(s), or alternate assignments. Students are encouraged to **continue to participate in the course using any online assets and tools that the instructor may make available through UTCLearn**. As learning objectives are often tied to institutional and program accreditation or outside partnerships, each department may have additional guidelines for student absences, as in some cases, attendance is an inseparable function of course learning objectives (e.g., clinical labs, scientific labs, material demonstrations, internships, etc.), and students must be able to complete course learning outcomes.

If COVID-19 related illness results in any missed course work (face-to-face or online), it is the responsibility of the student to contact the instructor to plan make-up work. It is *recommended* that **students contact the instructor within 48 hours of recovering** to avoid missing the opportunity to make-up necessary work. Work associated with any absence accommodations must be completed by the student according to the plan devised by the instructor. Class will continue when students are absent, and students who are absent may be unable to complete all work by the end of the semester. In such a case, students should consider a late withdrawal. Please contact the Records Office (423-425-4416) to learn more about the late withdrawal process.

If a student seeks an accommodation for a disability related to COVID-19 that may affect attendance, the student must contact the Disability Resource Center (DRC) (423-425-4006) to request disability accommodations. The DRC will evaluate requests in accordance with the university's disability accommodation process, which involves consultation with the student's instructors regarding reasonable accommodations that may be granted.

If students believe the instructor has not made reasonable and appropriate accommodations for absences due to COVID-19, students have the right to appeal according to UTC's [General Student Grievance \(Complaint\) Procedure](#) by filling out the [Student Complaint Form](#) and submitting to the Office of the Dean of Students.

COVID Absences ([internet version – 3rd person](#))

If a student is COVID-19 positive or exposed to someone who is COVID-19 positive, the student is encouraged to complete the [COVID-19 Notification form](#) and follow the *recommendations* provided by the UTC Health team. Documentation will be provided to the instructor by the Office of Student Outreach & Support.

Similar to any illness, verified documentation must be provided to faculty in order to provide reasonable accommodations for absences related to COVID-19. Instructors have considerable discretion in deciding how students may make up any coursework. Reasonable accommodations are consistent with non-COVID related absences and may include but are not limited to: submission of late coursework within a reasonable amount of time, dropping lowest grade(s), or alternate assignments.

Students must, if asymptomatic or if symptoms do not interfere with their ability to participate in the course, **continue to participate in the online course.**

If COVID-19 related illness results in any missed course work (face-to-face or online), it is the responsibility of the student to contact the instructor to plan make-up work. It is *recommended* that **students contact the instructor within 48 hours of recovering** to avoid missing the opportunity to make-up necessary work. Work associated with any absence accommodations must be completed by the student according to the plan devised by the instructor. Class will continue when students are absent, and students who are absent may be unable to complete all work by the end of the semester. In such a case, students should consider a late withdrawal. Please contact the Records Office (423-425-4416) to learn more about the late withdrawal process.

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COVID Absences (hyflex version – 3rd person)

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Similar to any illness, verified documentation must be provided to faculty in order to provide reasonable accommodations for absences related to COVID-19. Instructors have considerable discretion in deciding how students may make up any related coursework. Reasonable accommodations are consistent with non-COVID related absences and may include but are not limited to: submission of late coursework within a reasonable amount of time, dropping lowest grade(s), or alternate assignments.

Students must, if asymptomatic or if symptoms do not interfere with their ability to participate in the course, **continue to participate in the course using the online synchronous or online asynchronous versions of the class.**

If COVID-19 related illness results in any missed course work (face-to-face or online), it is the responsibility of the student to contact the instructor to plan make-up work. It is *recommended* that **students contact the instructor within 48 hours of recovering** to avoid missing the opportunity to make-up necessary work. Work associated with any absence accommodations must be completed by the student according to the plan devised by the instructor. Class will continue when students are absent, and students who are absent may be unable to complete all work by the end of the semester. In such a case, students should consider a late withdrawal. Please contact the Records Office (423-425-4416) to learn more about the late withdrawal process.

If a student seeks an accommodation for a disability related to COVID-19 that may affect attendance, the student must contact the Disability Resource Center (DRC) (423-425-4006) to request disability accommodations. The DRC will evaluate requests in accordance with the university's disability accommodation process, which involves consultation with the student's instructors regarding reasonable accommodations that may be granted.

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COVID Absences (face-to-face & blended hybrid version – 1st person)

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Similar to any illness, verified documentation must be provided to me in order to provide reasonable accommodations for absences related to COVID-19. Instructors have considerable discretion in deciding how students may make up any coursework. Reasonable accommodations are consistent with other non-COVID-related absences and may include but are not limited to: submission of late coursework within a reasonable amount of time, dropping lowest grade(s), or alternate assignments. You are encouraged to **continue to participate in the course using any online assets and tools that I may make available through UTCLearn**. As learning objectives are often tied to institutional and program accreditation or outside partnerships, each department may have additional guidelines for student absences, as in some cases, attendance is an inseparable function of course learning objectives (e.g., clinical labs, scientific labs, material demonstrations, internships, etc.), and you must be able to complete these course learning outcomes.

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If you have a disability related to COVID-19 that may affect your attendance, you may request a disability accommodation by contacting the Disability Resource Center (DRC) (423-425-4006). The DRC will evaluate requests in accordance with the university's disability accommodation process, which involves consultation with your instructors regarding reasonable accommodations that may be granted.

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COVID Absences (internet version – 1st person)

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COVID Absences (hyflex version – 1st person)

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