

## 1. RECOMMENDATION FOR SYLLABUS LANGUAGE (GENERAL)

The Ad-Hoc Instructional Task Force strongly recommends that faculty include the following statements in their syllabi:

### COVID-19 Required Course Materials

1. TEXTBOOK.
2. All other required materials for the course are available in electronic format. For details please see the day to day plan and assignments on Canvas.
3. University-approved [Face Covering/Mask](#), Hand Sanitizer, Disinfectant wipes.

### COVID-19 Protections, Considerations and Policies

All students are required to comply with the [University Regulation on Face Coverings](#), including the wearing of face coverings in classrooms, lecture halls, and any other instructional areas and campus locations. Students with disabilities and medical conditions, as documented with the Department for Disability Support Services, may seek alternate accommodations. For additional information please consult the [Office of Students Rights and Responsibilities Website](#).

ECU wants to provide the safest classroom environment possible this semester. Therefore, we will be observing the following class policies related to your health and safety per [Pirate Nation Guidelines](#):

- All students are required to comply with [University Regulation on Face Coverings](#). No student will be allowed into the classroom without a face covering or mask worn properly over both the mouth and nose. You must wear a face covering properly the entire time you are in class.
- If you do not have access to a face covering, you may obtain a mask from Dowdy Student Store, Pirate Pantry, or another provider of masks.
- Maintain appropriate social distancing in hallways or common spaces prior to or after class.
- Follow all posted signage related to entry, exit and pedestrian flow within classroom buildings.
- Clean your desk surface with disinfectant when you arrive and before you leave class.
- Be prepared to sanitize high-touch surfaces, such as chairs, desks. For additional information please consult the [ECU's Cleaning and Disinfecting Hand-out](#).
- Maintain a minimum of 6 feet between you, other students and the instructor when entering, leaving and during class.
- Sit in your assigned seat.
- Conduct a daily health screening using the CDC's [COVID-19 symptoms](#) list.
- Do NOT attend class if you answer yes to any item on the list or if you are experiencing symptoms of any illness.

### COVID-19 Attendance Policy

- The instructor will take attendance and utilize a seating chart in order to facilitate contact tracing, should this become necessary.

- Students should make every effort to participate in class activities, such as exams or key assignment due dates.
- Missing class does not automatically result in extensions on assignments or exam due dates.
- There is a clear correlation between attendance/participation and your grades.
- It is the student's responsibility to seek out the instructor and other classmates to obtain the information (e.g., lecture notes, relevant announcements, etc.) if they missed class.
- Students should maintain regular communication with instructors regarding their health status and communicate any changes in their ability to complete coursework and academic responsibilities immediately.
- If you become ill, see the guidelines in the [Return of Pirate Nations for Students](#). No unnecessary visits to health facilities or documentation will be required as per [ACHA 2020](#).
- You may at any time consult with your advisor or the instructor about whether to request an Incomplete ([ECU Faculty Manual IV.VIII.E Grade of Incomplete](#)) or a Withdrawal ([ECU's Withdrawals Policies](#)).

### **COVID-19 DSS Information**

East Carolina University seeks to comply fully with the Americans with Disabilities Act (ADA). Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must be registered with the Department for Disability Support Services located in Slay 138, 252-737-1016. [Accommodation Information & Processes](#).

Additional DSS student resources can be found at: <https://accessibility.ecu.edu/students/>

### **COVID-19 Office Hours**

Office hours will be conducted online. Students should refer to Canvas for posted office hours and for instructions to schedule an appointment with the instructor.

### **Missed Instructional Time in the Event of a Disruption:**

Making up missed instructional time in this course will follow [ECU's Policy for Making Up Missed Instructional Time Due to Suspension of Instruction](#).

### **Outside Classes (only for instructors who want to hold classes outside):**

Periodically there will be occasions when the class will meet outside for social distancing purposes. If there is a need for an accommodation due to mobility or any other disability, please correspond with your instructor at the start of the course.