

From: [WMU Faculty Senate](#)
To: [WMU Faculty Senate](#)
Subject: Senate Snapshot - Issue 22: COVID-19 Syllabus Statement and Classroom Guidelines
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This guidance is current as of August 12, 2021 (this supersedes prior communication) and is subject to change as additional information becomes available.

The Faculty Senate shares the following COVID-19 syllabus statement and companion classroom guidelines. We recommend that it be included in every in-person and hybrid class syllabus and if applicable the Elearning (D2L) Newsfeed. **The Faculty Senate will comply with the recommendations of the Michigan Department of Health, Kalamazoo County Health and Community Services Department, and the Western Michigan University administration.**

The Faculty Senate encourages all members of the WMU community to upload their vaccination status to the patient portal at Sindecuse Health Center.

<https://wmich.edu/healthcenter>



WESTERN MICHIGAN UNIVERSITY

Faculty Senate

Senate Snapshot

COVID-19 Syllabus Statement and Classroom Guidelines

<https://wmich.edu/facultysenate/forms>

RECOMMENDED COVID-19 SYLLABUS STATEMENT

Safety requirements are in place to minimize exposure to the Western Michigan University community. These guidelines apply to all in-person and hybrid classes held inside a WMU building to ensure the safety of all students, faculty, and staff during the pandemic.

Noncompliance is a violation of the class requirements and the Student Code.

<https://wmich.edu/conduct/code>

Facial coverings (masks), **over both the nose and mouth**, are required for all students while

in-class, no matter the size of the space. Following this recommendation can minimize the transmission of the virus, which is spread between people interacting in close proximity through speaking, coughing, or sneezing. During specified classes in which facial coverings (masks) would prevent required class elements, students may remove facial coverings (masks) with instructor permission, in accordance with the exceptions in the Facial Covering (mask) Policy ("such as playing an instrument, acting, singing, etc.").

<https://wmich.edu/policies/facial-covering-mask>

Facial coverings (masks) must remain in place throughout the class. Any student who removes the mandatory facial covering (mask) during class will be required to leave the classroom immediately.

Students who are unable to wear a facial covering (mask) for medical/disability reasons must contact Disability Services for Students before they attend class.

<https://wmich.edu/disabilityservices>

Note to instructors: Depending on the classroom and the nature of the course, instructors may add other requirements (e.g., directional guidance in laboratories). Instructors are encouraged to consider including adherence to these requirements as part of the overall participation grade in the course and to send an email or post a notice in the Elearning (D2L) Newsfeed to remind students about the requirements before the semester begins.

RECOMMEDED CLASSROOM GUIDELINES

The Provost's Office, the Faculty Senate and the Office of Student Conduct (OSC) support instructors as they seek to provide a positive learning environment for all students. The OSC has provided conduct management guidelines. Western Michigan University recognizes that race, ethnicity, gender expression, disabilities, and other visible social identities play a role in how instructors experience the classroom environment. Thus, all instructors are strongly encouraged to become familiar with the WMU Nondiscrimination Policy.

<https://wmich.edu/equity>

Remind students that they are required to log into the Sindecuse Health Center patient portal and complete the daily wellness screening each day they attend class or leave their on-campus residence. **Students who upload documentation of full vaccination will no longer have to complete the daily COVID-19 health survey once their vaccination status is verified.**

<https://wmich.edu/healthcenter>

Instructors **may** ask students to present their badge in order to gain entrance to their classroom, but this **must be done uniformly**. In other words, all students in a class shall be asked or none; **instructors cannot selectively ask a student to show their badge**. Instructors **may** provide a device for the purpose of allowing students to check into the patient portal in

the event they do not carry a smart device.

Orally review classroom requirements at the beginning of the semester and spend a few minutes on these requirements for the first several class periods, before the end of drop/add.

Non-compliance

If a student fails to adhere to the requirements during a particular class, instructors should take the following steps:

1. Remind the student, in a firm yet kind manner, of the requirement and the reason for it: safety. Ask the student to comply.
2. Remind the student that their non-compliance is a violation of class requirements and of the Student Code and ask that the student comply. <https://wmich.edu/conduct/code>
3. Ask the student to either comply or to leave the classroom immediately.
4. If the student fails to comply or leave, assess the situation and dismiss class.

After class, instructors should:

- For students who failed to comply: Immediately file a report with the OSC.
- For students who initially violated the requirement, but who chose to comply when addressed: Consider an email or other communication to remind the student of the requirement for future classes, but also allow the student to explain their action in a way that might help mitigate it in the future.
- Immediately communicate a class dismissal to your academic department chair/school director and, as soon as possible, produce a written record of the facts.

Instructors should be confident that referrals to the OSC will be addressed and they will have the University's support as they reinforce Western Michigan University's classroom requirements.

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