

## Interim Attendance & Class Recording Policies

(posted March 8, 2020)

### ***Restrictions on Coming to Campus***

As the coronavirus (COVID-19) situation rapidly evolves, it is essential that we all follow university policy and public health recommendations, including prohibitions on coming to campus due to illness and the university's 14-day self-quarantine requirement for people traveling from countries with a Level 2 or 3 [Travel Health Notice from the CDC](#). Please visit [www.lmu.edu/coronavirus](http://www.lmu.edu/coronavirus) for timely updates.

In addition, we recognize that some students may not be able to attend classes in person because they have an underlying health condition that makes them particularly susceptible to coronavirus risk and warrants social distancing precautions, or because of caregiving responsibilities that have increased due to the recent spread (for example, a parent with children whose school has closed). If you are unable to attend classes in person for any of the above reasons, please complete the [Interim Absence Notification Form](#) to notify Student Affairs. **This Form will be available soon.**

### ***Interim Attendance & Class Recording Access Policies***

In light of these health and safety precautions, the administration is temporarily relaxing its policies on attendance and access to class recordings. See the Interim Attendance Policy and Interim Class Recording Access Policy below. These revised policies are designed to enable students to follow these precautions with minimal to no disruption in learning.

For questions about these policies, students should contact Student Affairs.

#### Interim Attendance Policy

Students who cannot attend class in person for any of the reasons identified above will NOT be penalized.

#### *Ability to Participate Virtually via Zoom*

Students who are not able to come to campus but can still participate in class will be expected to attend class virtually through Zoom and will be subject to the usual attendance rules. Students should use the [Interim Absence Notification Form](#) to notify Student Affairs of their request to participate virtually using Zoom. Once approved, our Instructional Technology Department will send the student the proper link with instructions on how to join their class(es) using Zoom.

### *Absences Treated as Excused*

If remote participation is not an option or availability is delayed, student absences for the reasons mentioned above will be considered excused and any cap on excused absences will not be strictly enforced. (See ***Interim Class Recording Access Policy*** below.)

If a student is too sick to attend in person or virtually, this will be treated as an excused absence. Consistent with CDC guidance and [LA County Dept of Public Health Guidance for Colleges and Universities](#), students will not be required to present a doctor's note during this time. We want to emphasize that anyone who is sick, at risk, or a potential risk to others should stay home—students should not worry that doing so will have any negative impact on their attendance record. It will not.

### Interim Class Recording Access Policy

As noted above, for students who are unable to attend class for the above reasons, we expect to be able to provide a means for students to participate virtually via Zoom. If a student is unable to participate virtually, or if there is a delay in the availability of this option, students will be able to access class recordings for the classes they could not attend. If a student in this situation has not already been able to access the class recordings via TWEN or through the [Class Recording App](#), the student should use the [Class Recording App](#) to request the recordings for class sessions during this interim period, and faculty approval will not be required prior to release of the recordings.

**In summary, students who are unable to attend class in person for the reasons noted above must use the [Interim Absence Notification Form](#) to notify Student Affairs. This form will be available soon.** Student Affairs will work with our Instructional Technology Department to minimize disruption to student learning during this time.