

## COVID-19 Specific Syllabi Statements Fall 2020

### **Syllabi statement regarding potential Conversion of Onsite Classes to**

**Online/Remote Format:** North Central Texas College students should be aware that in the event of a college closure due to COVID-19, onsite classes will be converted to an online/remote format. Students should plan ahead to ensure they have access to the computer equipment (either PC, MAC, or tablet), webcam, and internet connectivity to continue their classes in an online/remote format. Please read all your official North Central Texas College student emails as the transition from onsite to online/remote might require a reorganization in your personal situation. Students will be granted a 72-hour transition and grace period. Online classes will continue as scheduled without disruption. Wear a mask, stay safe, and contact your Instructor as the situation arises. These policies and procedures were updated on July 30, 2020 and are subject to change.

**Syllabi Statement Regarding Face Coverings:** Per the North Central Texas College guidance on face coverings on campus, in the instructional setting, faculty and students must wear face coverings, such as masks or face shields. Students without coverings, or those who do not comply with the rules relating to face coverings, will not be able to participate in on-campus classroom activities. To request an exception to this requirement, students should contact the NCTC HR Office of Enrollment Management ([ccove@nctc.edu](mailto:ccove@nctc.edu)). Failure to comply with the face coverings requirement may result in the Instructor directing the student to leave the classroom. Any student asked to leave the classroom may be referred to the student conduct officer. These policies and procedures were updated on July 30, 2020 and are subject to change.

**Temporary COVID-19 Attendance Policy for Face-to-Face Meetings:** We are facing an unprecedented situation in which all of us must be flexible and make prudent decisions in the best interest of our families, our campus, and our community. In light of this, North Central Texas College is temporarily establishing the requirement that faculty keep records of student attendance for face-to-face course meetings as well as a documented seating chart. In addition, students who are sick or need to quarantine should not attend classes. Students will not be required to provide formal documentation from a health care provider and will not be penalized for COVID-19 related absences when proper notification to campus health officials is made in accordance with the guidelines stated below.

Faculty will:

- Notify students about important course information and delivery changes through Canvas and campus email.

Students should:

- Provide notification to campus officials (via NCTC Daily Health Check protocol through Canvas) if they have tested positive for COVID-19 or have to quarantine

so we can confirm reported absence with instructors, monitor, and assist the campus community.

- Notify instructors in advance of the absence.
- Connect with that class through Webex if the class session is being transmitted in a hybrid fashion.
- Keep up with and/or make up missed classwork or assignments.
- Submit assignments digitally through Canvas or other means as announced by your instructor.
- Work with their instructors to reschedule exams, labs, and other critical academic activities described in the course syllabus.
- Check Canvas and campus email daily to receive important announcements pertaining to the course.

During this period, faculty with face-to-face meetings will establish assigned seating/work stations to facilitate roll-taking, and, if necessary, contact tracing. Additionally, we ask all members of the College community to be attentive to their health, and safeguard others, by following the CDC's guideline to "stay home when you are sick." You should stay home if you have symptoms. More information on what to do if you are sick is available at the CDC's website.

Additional NCTC information is available at <http://www.nctc.edu/coronavirus/index.html>