



St. Francis College Attendance Policy COVID-19 Addendum

The SFC attendance policy applies to all course instruction modalities. In order to be successful, it is the student's responsibility to complete course requirements as outlined in the course syllabus and to demonstrate engagement through completing course requirements, regularly logging into Canvas, participating in course discussions, and reviewing materials provided in all class formats (synchronous, asynchronous, on-line, or in person), as applicable.

When we refer to 'attendance' in this Addendum, we are defining it not as live physical or virtual in-class attendance but as only class participation and engagement, which is assessed through a combination of timely completion of assigned coursework and active participation in virtual discussions and forums, whether online, in person, or a combination of both. *Note: Some specific programs such as Nursing and Education may have additional participation requirements associated with certification and accreditation, which will be shared by the appropriate department or program.*

In order to provide the most flexibility during this pandemic, students who are unable to attend a class or a live online or in-person course activity will not have their grade adversely affected due to absence.

To alleviate any extra burden, students will not be required to provide formal documentation from a healthcare provider. **While students are encouraged to submit notification to the Office of Accessibility and Accommodations using [Accommodate](#) and selecting 'COVID-Concern Absence', if they do not plan to attend live instruction, it will not be a required action. No documentation will be required for verification.**

It is the student's responsibility to communicate with their professors if they are unable to attend a synchronous course experience and/or if illness will require late submission or modifications to deadlines for coursework; allowances for any such modifications or extensions are, however, at the discretion of the professor. Students may connect with the Office of Accessibility and Accommodations if they need assistance on how to convey their message. If feeling unwell, students should connect with their local health care provider, and if they need any guidance in obtaining health care they can contact Nurse Elizabeth Giugliano, stuhealthservices@sfc.edu.

Students with significant lack of participation and engagement will be contacted by their professor, flagged by their professor using the College's early-alert process, and contacted by the academic support team to discuss resources. Students who do not demonstrate participation and engagement or whose last date of activity in the course is before the withdrawal date, and who have not submitted an official withdrawal or leave of absence form, may receive a grade of X, which has the same computational effect as an F in their GPA.