



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## MEMORANDUM

**Date:** August 14, 2020

**To:** PVAMU Campus Community

**From:** James M. Palmer, Provost & Senior Vice President for Academic Affairs

**Re:** Temporary Class Attendance Policy – Fall 2020

Prairie View A&M University expects class attendance as an essential part of a student's educational experience and academic success. It is expected that students will continue to attend every class meeting, barring any unforeseen circumstances. In light of the COVID-19 pandemic and the health consideration of students, faculty, and staff, PVAMU will enact the following temporary class attendance policy for the fall 2020 semester. The following outlines the minimum responsibilities of both faculty and students.

### Faculty

As is done each semester, faculty will record attendance and report absences per the Attendance Reporting schedule as determined by the Office of the Registrar. Faculty members must work to create opportunities to maintain course participation and engagement while ensuring that students experiencing symptoms of illness do not physically attend class. Alternative course participation includes:

- Recording and posting classroom lectures (via Zoom and eCourses)
- Allowing students to attend class remotely (via Zoom)
- Permitting alternative participation via discussion board activities in eCourses
- Reducing the weight of attendance in favor of other performance indicators

### Students

Students who are sick or who are self-quarantining due to COVID-19 related illnesses or exposure, must not attend in-person class sessions. Students who are feeling sick should follow the guidelines of PVAMU's COVID guidelines posted at <https://www.pvamu.edu/coronavirus/>.

Students will not be required to provide documentation for absences of less than two weeks and will not be penalized for absences. However, if a student has to miss more than two weeks, then a doctor's note must be provided to the Division of Student Affairs, Dean of Students, Mr. Steve Ransom at [saransom@pvamu.edu](mailto:saransom@pvamu.edu).

If possible, students should do the following:

- Notify instructor of record by email in advance of missing class
- Attend and/or review online lectures to stay abreast of all class notes
- Submit assignments electronically if permissible
- Reschedule all face-to-face exams and/or assignments with their instructors

This temporary policy relies on the trustworthiness of each student. Adherence to student code of conduct policies is required.