



WWU Spring Quarter 2021 Guidelines for COVID-19

Teaching During the COVID-19 Pandemic

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Introduction

This document is intended to support staff and faculty planning and carrying out Spring Quarter 2021 academic programming during the COVID-19 pandemic. All such activities should:

- Ensure the health and safety of all individuals
- Effectively address hybrid working (on and off-site) in a thoughtful and inclusive way
- Ensure conformity to State, Federal and County Health requirements and recommendations.

Because of the ongoing pandemic emergency, WWU will continue to offer most classes in a remote environment for the Spring Quarter of 2021. There are limited exceptions for experiential courses that can be taught safely in-person, such as applied performance classes and some hands-on labs. Stringent requirements will remain in place to ensure our learning and working environments are safe. We will continue to monitor public health guidance closely and, should conditions require it, F2F activities will be scaled back down.

What programs need to do.

Programs conducting F2F classes or other on-campus activities should review their department reopening plans to ensure that they cover all anticipated what will occur during the spring quarter. If not, an [Amendment form](#) should be submitted. Amendments will be reviewed and approved by the relevant individuals. Additional resources can be found on [Western's Safe Start website](#).

Involvement of Faculty and Support Personnel

The University is constantly assessing the pandemic to determine best practices and strategies for keeping Western's campus safe. Major components used in the decisions to reopen campus are the availability of testing, contact tracing and, of course, overall faculty, student and staff safety. High risk individuals, or any other person with an underlying health condition as defined by the CDC, would not return until the beginning of Phase 4 in the Governor's plan at the earliest, and then maintain physical distancing when they do. No one can be pressured to carry out instructional work if they are concerned about their safety, the safety of others, or if they have home-care obligations. Students can seek help from their department chair or dean. Employees can contact their HR representative for help with any difficult situations in that regard.

Research facilities.

Scientific Technical Services, including the Instrument Center and Electron Microscopy facilities will accept samples by arrangement and analyze them on the student's behalf. In-person use of STS equipment is not possible, but remote instrument access and control are, by arrangement. The Advanced Materials Science and Engineering Center is also able to analyze samples by arrangement.

Environmental Health and Safety and hazardous waste collection.

Programs can plan on receiving EHS services during normal business hours, M-F from 8 am to 5 pm. [Click here](#) for more information on submitting a hazardous waste pickup request. Please email ehs@wwu.edu or call x3064 for questions regarding safety training, hazard assessment review, hazardous waste collection and spill response.

Points of contact.

Primary contact for general questions

[Brian Burton](#)

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PLANNING AND IMPLEMENTATION ELEMENTS

Because Western academic instruction encompasses a wide range of classrooms, laboratories, studios, performance, display, and other specialized spaces, a one-size-fits-all approach to planning is impractical. Planning groups will need to consider any unique attributes of their own spaces and how those spaces are used. Programs can modify planning elements as appropriate and in compliance with COVID-19 requirements.

Personnel

- **Designate a COVID-19 Site Supervisor**

A site-specific COVID-19 Supervisor shall be designated by the program at every location to monitor the health of students and enforce the COVID-19 location safety plan. They must keep the plan current with changes to COVID-19 guidelines. A designated COVID-19 Supervisor must be available at all times during work and class activities.

- Designate a COVID-19 Site Supervisor. For instructional classes, this person will either be the instructor or designee.

- **Develop a Training Plan**

- The details of the plan must include a description of the training processes for returning faculty and instructors and staff. Training must be completed on the first day of returning to work/ class. Elements of such processes must include:
 - Assigned reading of your plan.
 - Faculty and staff need to complete [COVID-19 Prevention in the Workplace Training](#) (Canvas Course)
 - Instructions for reporting illness (see below)
 - Instructions for daily symptom attestation (see below)
 - Informing on-site personnel of any updates to the plan due to changes based on local and state public health authorities

- **Taking attendance for students on-premises**

- The State requires that all individuals (students, staff, faculty, visitors) coming to campus be logged if feasible for contact tracing purposes. Symptom attestation will be a part of the logging system, but for students (who will attest through their electronic medical records, generating a QR code), instructors will have the option of logging their attendance.
- State policies regarding class attendance for financial aid purposes are being examined by the Office of Financial Aid. Further information will be forthcoming on this topic.
 - Develop Daily Log if desired

Health and Safety

- **COVID-19 Symptom Attestation:** Faculty and students must perform symptom checking each day prior to being on-premises. Faculty are not expected to have responsibility for student symptom attestation; instead, student attestation will occur through each student's electronic medical record. The following document must be shared with workers: [WA DOH COVID-19 Guidance for Screening of Staff and Visitors](#). If symptomatic, faculty must report their condition to their chair and not teach on-premises. See

information below on what to do if a worker reports symptoms. If a student is symptomatic, they must report to the Student Health Center.

- Faculty and staff must report symptom attestation. Follow the link to symptom attestation information on [Western's COVID-19 webpage](#).**

- **Cloth Face Covering Use:** Faculty, staff and students must wear cloth face coverings when inside any campus building or university vehicle. The *only exception* to this rule is when an individual is in an office or a vehicle by themselves. When outdoors on campus, cloth face coverings should be worn as well, and *must* be worn anytime safe social distancing of 6 feet cannot be maintained. Cloth face coverings will help protect people around you from COVID-19 in case you are asymptomatic. Individuals may choose to wear their own facial coverings at work, provided it meets the [minimum requirements](#). Cloth face coverings also help reduce community spread when used in conjunction with other prevention measures, including social distancing and frequent handwashing. Students who are unable to wear cloth face coverings due to a disability can contact the [Disability Access Center](#) for accommodation assistance. Faculty or staff can contact the HR Disability Administrator at x3771. Programs needing face coverings should order through [ESM Marketplace](#) under the COVID-19 Supplies Catalog. Masks will be provided for students who forget a facial covering. They will be available in classrooms in individual bags for instructors to distribute as necessary. There will be a minimal supply in each room, and Academic Custodial Services will replenish the supply as part of its cleaning and disinfecting routine.

- **Personal Protective Equipment (PPE):** For laboratory and shop environments, ensure students are trained in the hazards of the work they are instructed to perform and understand their hazard assessment. All lab and shop personnel are asked to conserve personal protective equipment (PPE) whenever possible. Providing PPE as required in the hazard assessment may depend on the course. Course fees may cover PPE while other courses require students to purchase their own PPE. All lab and shop personnel are required to wear cloth face coverings as noted above.
 - If needed, review and complete [hazard assessment](#) that identifies PPE specific to tasks and operational requirements.

- **Encourage good hygiene:** Practicing proper hygiene is a foundational element to minimize the spread of disease.
 - Identify and confirm the availability of handwashing stations and supplies.
 - Identify locations for posting COVID-19 Posters and Graphics to encourage proper hygiene. Downloadable signage is available from [Western's COVID-19 Learn to Be Well Posters Webpage](#) or the [CDC](#).

- **Cleaning and disinfecting:** Programs can plan on receiving custodial support for the cleaning and disinfection of classrooms, public spaces and high-touch surfaces such as doorknobs and elevator buttons throughout the day, M-F. However, custodial services will not clean or disinfect technical equipment, lab bench surfaces, laboratory computers, or other areas or objects that may pose hazards and that are not normally serviced as part of routine custodial operations. Programs that need disinfectant wipes, they order them via a [ReADY Request](#) under 'Issue Not Listed'. Personnel should disinfect at the beginning and end of facility use.
 - Create procedures for cleaning and disinfecting special use areas and identify high-touch surfaces, including benchtops, switches, and commonly used tools or equipment.
 - Describe the safety precautions that are taken when using disinfectant(s).

Facilities and Physical Access

Buildings where F2F classes are scheduled on the Bellingham campus are expected to be open during normal business hours. Buildings will then be locked approximately an hour after the last class is held. Spaces not scheduled for use in these buildings will remain locked to minimize additional cleaning required. Programs needing to arrange for building access outside of business hours should fill out a [ReADY Request](#).

Ventilation

Spaces scheduled for use have been reviewed by Facilities Management to determine if ventilation is appropriate for the activities planned. If you have questions or concerns about ventilation contact Greg Hough (houghg@wwu.edu).

Custodial services

Academic Custodial Service crews are scheduled to clean and disinfect scheduled spaces after every use to ensure proper hygiene. Regular cleaning will be done of all flat surfaces and touch points. They will not clean technical or specialized equipment. Your department plan should address cleaning that will be required of faculty and/or students, as well as how to access supplies. Common areas of open buildings will be cleaned three times a day. For information regarding Academic Custodial Services contact Wayne Galloway (galloww@wwu.edu).

- **Planning for social and physical distancing.** The spaces scheduled for use by your department, in accordance with the Registrar's plan, have been reviewed by Facilities Management and Space administration for maximum safe occupancy with appropriate social distancing. The use and installation of plexiglass in a typical instructional setting provides no disease prevention benefit. Furniture changes or markings must not be altered. Questions or requests for changes to arrangement of the space should be addressed to Andy Wilken (wilkena@wwu.edu). If you wish to move to a different space this must be done in advance through the Registrar's Office and Space Administration. Change to a different space must not be made without approval so that appropriate cleaning is maintained.
 - For circumstances where changes or arrangement of a space is necessary to conduct instructional activities safely, plans should include diagrams or floorplans. **See Appendix A for an example.**
- **Develop and maintain a facility scheduling plan**
 - Identify shared spaces and equipment in your building that require coordination to minimize interactions.
 - Identify customer-facing tasks and if those tasks can be minimized or eliminated utilizing modified procedures. (I.e. equipment pickup and drop off)
 - Use of staggered shifts may be necessary for some spaces and equipment; Programs may decide on specific processes to control space usage and ensure proper cleaning and disinfection has occurred.

Reporting COVID Illness Concerns

In the event an individual has concerns for a fellow community member, the guidance below will assist in reporting concerns.

- If an instructor notes a student seems sick, the instructor requests the student to leave class and notifies the Office of Student Life.

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- If a student notes that a fellow student seems sick, they inform the instructor. The instructor requests the student to leave class and notifies the [Office of Student Life](#).
- If a student notes that an instructor seems sick, they notify the department chair or Office of Student Life.

Preparedness

Responding to Illness and Reporting Infection and Exposure – If faculty or staff are experiencing symptoms of COVID-19, they must not enter any WWU location and report to their department chair or immediate supervisor. Department chairs or supervisors report to HR who will then report to the University’s Medical Director, per section 2 of the [communicable disease policy](#). If any exposed or symptomatic personnel entered any WWU location, the Supervisor or Manager should close and lock any potentially affected areas and email [FM Work Control](#) or call at x3420 to initiate cleaning and disinfection protocols.

Students who are experiencing symptoms of COVID-19 need to report to the [Student Health Center](#) and fill out the [Self-Reporting Form](#). Most people have mild illness and can recover at home. Students should notify their professor to arrange for makeups for missed classes, assignments or exams.

- Specify who on-site personnel will need to contact, if they start to display symptoms.
 - Develop process for faculty and staff to report potential exposure to department chair or immediate supervisor.
- **Continuity Plan** – Consider starting a continuity plan in the event a surge in cases occurs and your space became suddenly inaccessible for up to 2 weeks.

Teaching Outdoors

Based on current understanding, risks of exposure to the coronavirus are lower outdoors than in enclosed spaces. That said, teaching in such environments can still present risks that must be addressed. Outdoor location considerations include accessibility, technology and other potential infrastructure teaching requirements. Proposed outdoor teaching locations must be approved through the ReADY request process.

Special Circumstances for the Start of Instructional Activities During Spring Quarter 2021

Although signs are encouraging for the future, we will continue to face the challenges posed by the pandemic through Spring Quarter. Because of external rules and regulations related to financial aid, the Spring Quarter must start on Tuesday, March 30th. However, in recognition of the many approaches and desires of both faculty and students, we have decided to offer faculty the following options for the beginning of Spring 2021:

1. For all classes:
 - a. Start class March 30 – April 2, but hold no class meetings until the week of April 5 - 9 (instead giving students prep-type assignments for the first week).
 - b. Start class beginning on March 30, as normal.
2. For classes with in-person instruction (face-to-face on campus), start the class as per above, and:
 - a. Delay in-person instruction until the week of April 5.
 - b. Delay in-person instruction until the week of April 12.

If option 1a is chosen, faculty are encouraged to communicate with students about their courses as soon as possible so that students have a sense of what to expect. This might include communication to and with students about policies and syllabus, discussion of learning goals, etc. This transitional week is important in order that we meet student financial aid and other requirements. It is important that the course Canvas page be published by the first day of the quarter and made available to students so they can begin their engagement in course readings and other materials provided by their faculty.

We offer these options to provide additional flexibility for faculty to plan and prepare for Spring quarter. We are especially mindful of the quick turnaround between the Winter and Spring quarters and we particularly recognize the challenges facing non-tenure track and junior faculty. Faculty who opt to delay meeting with students until the week of April 5th are welcome to use the week of March 29th for a variety of purposes, including as a reading, preparatory, and/or organizational week for students.

For in-person and hybrid classes with an on-campus presence, Covid-19 testing for students will be available Monday, March 29, through Thursday, April 1, with increased capacity to reach the objective that all students with an on-campus presence can be tested that week and be ready to start in-person classes the week of April 5.

Suggested COVID-19 syllabus language for F2F courses during Spring Quarter 2021

During the COVID-19 pandemic, Western Washington University has taken numerous measures to prevent the spread of the virus, and we need your help to ensure the safety of our students, faculty, and local community.

We have adapted our learning spaces so that you can still have the option of a face-to-face course. However, there is still inherent risk associated with face-to-face courses during a pandemic because of proximity to others and length of potential exposure to those who may have the virus with or without symptoms. Therefore, it is imperative that we all engage in behaviors that protect everyone's health (WWU Coronavirus Health and Safety Guide). To ensure you preserve your access to a face-to-face learning option, you need to follow the COVID-19 guidelines, including all of the following:

- Receiving a negative COVID-19 test during the week starting Monday, March 29th administered within **5-7** days of the beginning of face-to-face classes.
- Being retested for COVID-19 every two weeks thereafter until the end of the quarter.
- Filling out the daily attestation regarding possible COVID symptoms.
- Wearing a face mask at all times while participating in face-to-face activities.
- Complying with social distancing guidelines.

By enrolling in an in-person course, you understand that willfully and/or repeatedly failing to comply with these rules and precautions is a violation of WWU's [Student Conduct Code](#) and can subject you to university sanctions and discipline.

This course is designed to be accessible to all students. I recognize that some students may be forced by circumstances (e.g. being quarantined due to contact with someone diagnosed with COVID) to participate in the course remotely. Different circumstances might mean you are among the very small percentage of people who cannot wear facial coverings for reasons related to medical conditions or disabilities. If this is your experience, or you need to participate remotely for other health or personal reasons, please contact the [Disability Access Center](#) to document your condition so that we may determine the best accommodation for you. Until an accommodation is in place, you will need to participate remotely. If you need to read lips or facial expressions to understand what people are saying, please let the [Disability Access Center](#) and me know via email.

Testing/attestation process for students in face-to-face and hybrid courses

In Spring Quarter 2021 all students who will be participating in a class that meets face-to-face (either all term or periodically within the term) and students repeatedly engaged on campus in research/practicum/performance/sports activities must

- Have a COVID-19 test performed at Fraser Hall before attending a face-to-face class or repeated on-campus activity. In-person instruction for many classes will be delayed until Monday, April 12th. Instructors of face-to-face courses have the option to begin instruction on campus the previous week on Monday, April 5th, and should notify all enrolled students of their intentions to maximize the time available for face-to-face instruction. The delay of the start of in-person instruction will give students additional time to complete the testing requirement prior to attending their face-to-face course.
- Have completed the daily COVID – 19 attestation before entering any class or university building
- Be prepared to demonstrate that they are cleared to be in class by showing their COVID-clearance status (via the app or on paper) to faculty each time they attend class.
- Wearing a face mask at all times while participating in face-to-face activities.
- Complying with social distancing guidelines.

In preparation for Spring Quarter, we have continued to improve upon the measures that prepared us to safely start classes in the Fall Quarter ([WWU Coronavirus Health and Safety Guide](#)). Again, we will have a very limited face-to-face instruction, and face-to-face classes won't start to meet in-person until April 5th or 12th (as described above).

All students in campus housing and other students enrolled in face-to-face or hybrid courses or with an on-campus presence will continue to be tested for COVID-19. Although we've seen several small outbreaks of COVID-19 on campus this year, the rate of positive test results (currently less than 0.4%) is a very hopeful indicator of the success at our prevention efforts.

We will continue to track our numbers and publish them online on the [COVID Dashboard](#) that will inform everyone in the WWU and Bellingham community on the situation.

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- All students participating in face-to-face and hybrid courses in the Spring Quarter are required to be tested at Fraser Hall before they attend class in-person and then every two weeks thereafter. The **COVID-clearance status of your students** as it relates to testing **will be displayed in Web4U as an additional point of information in the photo roster for each of your courses. This information will continue to be updated through the entire Spring Quarter.** Each evening, the updated list of students who have received a COVID test that are current will be loaded into Web4U. If a student has been cleared (adhering to testing protocol), there will be a notation beside their photo that says “COVID-19 Clear”. If a student is overdue on a test requirement, does not have results on file, or is otherwise not cleared as to COVID-19 testing, there will **not** be a “COVID-19 clear” notation for that student on the photo roster. **You should review the COVID status on the photo roster so you are aware of any students whose clearance to attend is still pending.**
- Students will be informed that they need COVID clearance before attending classes in person. COVID clearance includes up-to-date testing and daily attestation. **If a student without clearance does come to class, they will be designated as “overdue” in the attestation phone app or alternative printout. While the daily attestation is not represented on the photo roster, if a student is not cleared as to testing requirements, the “COVID-19 clear” notation will be missing for that student in the photo roster. You should remind them that they may participate remotely until they have COVID-19 clearance.** As we approach the start of in-person instruction, we encourage you to reach out to any students who do not show up as COVID-19 clear on the photo roster, as this will reinforce the messages they receive from the Student Health Center and may prevent the uncomfortable moment when you might have to ask them not to participate in person because they do not have an up-to-date negative COVID test result.

Another component of our efforts to protect the health of everyone on campus is the daily attestation about possible COVID-19 symptoms. That attestation is required of students, faculty and staff each day that they come to campus. **Faculty should ask students to show (by displaying the attestation phone app or showing you the alternative printout) that they’ve completed that required process before they participate in each and every class session.** If you set that expectation on your syllabus and on the first day of classes, this can become a routine expectation and “not an exception” that leads to discomfort. It is a necessary part of our COVID-19 strategy. For students with access to a smartphone, tablet or laptop, the symptom attestation process can be completed on the spot if they neglected to do so in advance. Of course, students experiencing COVID-like symptoms should not be attending face-to-face class in any circumstances, nor should students without an up-to-date negative test result. Thus, while directing a student not to participate in class in person because they don't have a COVID clear designation might be uncomfortable, it is an essential part of our efforts to keep COVID-19 from spreading on campus this coming quarter. Additional details about the COVID-clearance process can be found here: <https://studenthealth.wvu.edu/badge-tracking-system#ClearanceSystemDetails>.

Of course, no system is perfect, and there is no way to stop all possible exposures, so please remember the other preventative measures we need to use include the following as our basic prevention

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measures: **hand washing, social distancing when possible, face coverings.**

We recognize it takes all of us to move to a place of recovery and reopening sooner rather than later. Please know how much we **ALL** appreciate your efforts to prevent COVID-19 from gaining a foothold on campus, and thus, in turn, protecting the health of all of our students, staff and faculty, and community.

COVID clearance for students with on-campus presence who are not enrolled in face-to-face classes

A new COVID clearance enrollment/unenrollment program rolled out for winter quarter 2021 for students needing COVID clearance because of a frequent, on-campus presence but who are not enrolled in face-to-face courses and are not living in student housing. This includes, for example, students engaged in on-campus performances and enrolled in hybrid courses.

For Spring Quarter 2021, faculty or staff working with such students should submit completed lists to BadgeEnroll@wwu.edu by 5pm Thursday 3/25/21. Make sure to include the student's first name, last name and W#.

The student COVID-clearance system will be activated Monday, March 29th. Students will be issued their first daily symptom attestation after 11 pm that same day.

While we understand that there will occasionally be students that need to be enrolled later, it is helpful to receive your most up-to-date student list before the start of the quarter. NOTE: Lists of students in face-to-face classes or those living in university housing are updated through a central system. No action is needed with these students.

The unenrollment process has changed as well. If a student needs to unenroll from the COVID-clearance system, please have them submit their request to CovidResponseSpecialist@wwu.edu. We will confirm that the student no longer has an on-campus presence and will deactivate their enrollment in the system.

Western Library Services During COVID-19

Western Libraries has implemented recommended and required precautions to support the health and safety of WWU students, staff, and faculty while still providing access to library services and collections. The Libraries remains open online and will continue to offer on-site pickup and mail delivery of library materials for the foreseeable future.

The latest guidance from the State of Washington has given libraries permission to open their buildings to the public at reduced capacity if specific health and safety requirements are met. However, the state also advises libraries to **"continue to facilitate services through the mail or via curbside pickup where possible to limit interaction between staff and customers within enclosed space."** Western Libraries is

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complying with the state's advice and is [providing access to services and collections](#) online while also offering on-site pickup and [mail delivery](#) of library materials.

All current WWU students, faculty, and staff can [place online requests for materials](#) from Western Libraries, or for items from participating Summit libraries, and may choose either on-site pickup or mail delivery options. Western Libraries also offers 24/7 online access to online tutorials, ebooks, articles and databases, and other video resources. All course reserve materials are electronic and available online. Course instructors, faculty members, or their representatives may [submit course reserve requests](#) for their classes, and students can access these resources via Canvas.

The Tutoring Center is providing tutoring support services online, including support for math and science GURs. During the Tutoring Center's regular hours, students can connect with a peer advisor by clicking on the "Chat with the TC" link, found on the left side of the [Tutoring Center's main page](#). Tutoring Center peer advisors are available to answer general questions, match students up with a tutor, or make referrals to other services.

The [Hacherl Research & Writing Studio](#) offers students support in research, writing, and other related areas. Students can connect live to an online meeting, initiate a chat using "[Ask us](#)," or submit a draft paper for email response. Chat is available in real-time online during studio open hours, and students can also text questions to the studio at 360-797-5910. There are also many online [guides and resources](#) and [Library Information Tutorials](#) that cover all steps of the research & writing process including: starting a research project, finding and evaluating sources (including local and unique materials), and drafting and revising your text.

To learn more about accessing library services, materials, and programs online, please check out the [Library Resources for Teaching and Learning webpage](#). You can also take a virtual tour of the library by clicking on [this link to the Western Libraries virtual tour](#).

Noncompliance with COVID-19 expectations and how to report repeated violations

Students participating in face-to-face or hybrid courses are required to comply with all the following expectations:

- Receiving a negative COVID-19 test administered within **5-7** days of the beginning of face-to-face classes during the week starting Tuesday, March 30th.
- Being retested for COVID-19 every two weeks thereafter until the end of the quarter.
- Filling out the daily attestation regarding possible COVID symptoms.
- Wearing a face mask at all times while participating in face-to-face activities.
- Complying with social distancing guidelines.

Willfully and/or repeatedly failing to comply with these rules and precautions is a violation of WWU's [Student Conduct Code](#) and can subject a student to university sanctions and discipline. Faculty with concerns about student compliance with COVID-19 expectations should contact the [Office of Student Life](#).

Remote proctoring for exams during COVID-19

For classes being taught remotely with scheduled, synchronous delivery, proctoring may be done by the instructor or teaching assistant via video conferencing software (e.g. Zoom or Teams).

WWU also offers faculty the option to use a third-party proctoring service for this purpose. Instructors who are interested in using a third-party proctoring service should contact Outreach and Continuing Education. The expense for this service during the COVID-19 pandemic is covered by the Provost's Office.

Final exams for asynchronous courses

Classes being taught entirely asynchronously do not have a scheduled time for final exams, as final exam periods are tied to the scheduled class meeting time. The Vice Provost for Undergraduate Education (VPUE) will work with instructors in asynchronous courses who require a scheduled, two-hour period for a proctored final exam. Instructors will be asked to complete a survey after the end of the drop-add period to determine if they require a scheduled exam period. The VPUE will then compare rosters in all those courses to determine possible exam periods that would not create schedule conflicts for students.

Students Who Cannot Attend In-Person Classes

If a student cannot attend an in-person class because of an underlying medical condition, that student should contact the Disability Access Center to see if they are eligible for an accommodation that the instructor needs to grant.

If a student needs the course (major or graduation requirement, etc.), but feels uncomfortable attending the course in person, instructors are encouraged to find alternate approaches to teach the student, including another section of the course that is fully remote. If an additional remote section is created specifically to accommodate multiple students in this situation, the cost of that section will be funded through the Provost's Office. If that is not possible, departments are encouraged to work with the student to find an acceptable solution that maintains the spirit of the requirement.

If a student must temporarily cease attending class, whether for personal illness, quarantine/isolation, or other emergency, the instructor should work with the student to identify options so the student can continue to make progress in the class, and if necessary provide flexibility in attendance policies to prevent harm to the student. Students who may need to withdraw should contact the Office of Student Life.

Interim Grading Policies for Spring Quarter 2021

COVID-19 Interim Grading Policy for WWU Undergraduate Courses

With input from the Faculty Senate and the Associated Students Senate Pro Tempore, and with the approval of the Provost, the University will – with the modifications described below – continue for Spring Quarter 2021 with the standard and published undergraduate grading policy posted below. This temporary policy has no bearing on courses graded S/U or on grading in the Fairhaven College, which has its own grading policy.

https://catalog.wwu.edu/content.php?catoid=16&navoid=3961#Grades_and_Grade_Reporting

Requesting P/NP grades: Students may designate a course as Pass/No Pass by submitting the [Grade Mode Change Form](#) with the Registrar's Office after registering for the course; they may change this designation by submitting the change to the Registrar's Office at any time through June 3, 2021. After that date and through June 15, 2021, in case of hardship, a student may request a late change to Pass/No Pass grading by contacting their instructor. To record a late change to Pass/No Pass grading, the instructor will contact the Registrar's Office. Students may be advised to stay with a letter grade if required for accreditation, veteran status and benefits, or other purposes.

P/NP grades: Undergraduate students opting for P/NP (EP/NP*) grading in Spring Quarter 2021 will receive an EP for grades of D+ and above. A grade of D or D- will be recorded as a NP, which will not earn credits or be reflected in the GPA. A grade of F will be recorded as NP on the transcript, will not receive degree credit, and will not be reflected in the GPA. By choosing not to opt for EP/NP grading, a student may have a D or D- reported to their transcript, which will earn credits and be reflected in the GPA. Departments requesting a different minimum grade for credit may petition their Dean and will announce the course grade rubric before the start of classes. This policy has no bearing on courses graded S/U.

Credit: A grade of EP* during Spring Quarter 2021 will count towards curricular, major, continuation, and graduation requirements unless noted by a department and included in the respective syllabus.

Rationale: In Spring Quarter of 2020, the coronavirus pandemic led the university to shift to remote learning, a modality that was new for many faculty and students. These uncharted teaching/learning conditions made it necessary to adopt a temporary grading policy that would accommodate student acclimation to the new learning environment and that would afford students a certain flexibility in how their work in courses would be formally registered. While the challenges brought on by the pandemic have by no means disappeared, the return to some face-to-face instruction this academic year, as well as more familiarity with remote and online teaching/learning, has supported returning to the standard rank

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(letter grade) system. For Spring 2021, the faculty has chosen to allow more time for students to make a pass/no pass election. The later date by which students must opt for a EP/NP grade (the final week of instruction, as opposed to the standard Week 4 deadline), recognizes a continued need for flexibility and the fact that the decision might be better informed later in the term. As other universities make similar decisions, it is also in the best interests of our students to revert to rank grading, retaining some aspects of the flexibility present in the temporary policy (more time to choose Pass/No Pass grading, etc.).

*EP (Pass – Exceptional Circumstance) is to be used as the P grade in grade submission. It is necessary in order to facilitate the appropriate qualification of the P grade in Banner and DegreeWorks during the period of the temporary grading policy.

COVID-19 Graduate Faculty Governance Council (GFGC) Interim Graduate Grading Policy for WWU Graduate Courses

Version 4: In effect starting Winter 2021

This temporary policy has no bearing on 690 Thesis and 691 Field Project credits, courses graded S/U, noncredit bearing program-specific graduation requirements, or on grading in the Fairhaven College, which has its own grading policy. A summary of the grading policy is included here along with a more complete description of how other Graduate School policies are affected by this temporary policy and faculty control over curricular decisions while this policy is in place (Appendix).

Requesting P/NP grades for Graduate Courses: Graduate students may designate a graduate course as Pass/No Pass by submitting the [Grade Mode Change Form](#) to the Registrar's Office at any time through the seventh week of a quarter following registration. For Spring Quarter 2021, the deadline to submit the form is May 10, 2021. For short-format courses offered through Western's Outreach and Continuing Education programs, graduate students may elect pass/no pass grading designation prior to the third class meeting. Students may be advised to elect letter grading if required for reasons such as veteran status or benefits, overall GPA, or program-specific accreditation or other requirements.

Requesting P/NP grades for Undergraduate Courses: Graduate students will follow the temporary policy for undergraduates.

P/NP grades: Graduate students opting for P/NP (EP/NP*) grading in Spring Quarter 2021 will receive an EP for grades of C- and above. A grade of D+ or lower will be recorded as an NP*, which will not earn credits or be reflected in the GPA. By choosing not to opt for EP/NP grading, a student may have a D+, D or D- reported to their transcript, which will be reflected in the GPA. Programs requesting a different minimum grade for credit may petition their Dean and, if approved, will announce the course grade rubric before the start of classes.

Credit: For graduate students a grade of EP will count towards continuation requirements, but the total number of EP credits received beginning summer 2020 and thereafter that will count toward the degree is limited to a maximum of 6. EP grades received during spring 2020 do not count toward the 6 credit limit. Under special

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circumstances, a student can petition the Graduate School to count additional EP graded credits towards the degree.

Rationale: This policy is intended to assist graduate programs in determining how to meet existing Graduate School policies during the University's COVID-19 response. The Coronavirus pandemic has led the university to shift to remote learning, a modality that is new for many faculty and students. These uncharted learning conditions, coupled with the current social and economic instability our students are currently experiencing, will create challenging quarters. Out of an abundance of care, a final recommendation from the Graduate Faculty Governance Council (GFGC) is for faculty to consider these exogenous factors when designing courses, assignments, and other methods of assessment to ameliorate student anxiety and encourage a focus on learning.

Supporting general wellness

Message from Sislena Grocer Ledbetter, Executive Director, Health and Wellness

Western is on a mission to learn, to be well. Our vision of wellness is evolving and our whole- person focus extends far beyond physical health. In fact, we are committed to expanding the way we think about wellbeing on campus. That includes you! Wellness is more than just avoiding the flu. Wellness is the sum of all aspects of individual and community wellbeing, from building personal resilience to cultivating a safe and supportive campus community for all identities. It is an active, conscious, self-directed, evolving, multidimensional, self-affirming process of making choices to achieve your whole self's potential.

I am so grateful for the role you have played this year to make sure that Western continues to move forward as best we can amidst this pandemic, renewed racial strife, a contentious political climate, and growing mental health challenges.

This year our campus has thought more about our health and wellbeing, perhaps more than any other. To that end, you have done more than mask-up, wash your hands, and social distance; you've absorbed an additional weight of navigating emotional care for your students and yourselves while remaining dedicated to the academic mission.

In March of 2020, we asked you to pivot to an all-online environment in less than two weeks. And, you did that, against unbelievable odds. Yes, this past year has been challenging, and you have been there for our students. There are no words to express how much I appreciate your commitment to the success of our community. I hope that as we move forward as an institution, we continue to think about what it means to be well. Consider taking a moment to reflect on what it means to be well. What does radical self-care mean to you?

There are many dimensions of wellness, ways to achieve wellness, and ways our wellness is impacted by—and contributes to—our larger community's wellbeing. Our goal is to help you discover, learn, and cultivate positive, inclusive, empowering, and sustainable wellness practices at Western and beyond.

Whole-Self Wellness

The links below lead to information about dimensions of wellness and the offices and organizations across campus that can help you practice wellness in your life. As you explore these wellness resources, please know that:

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- Self-care is a right, not a privilege, and there is no one way to be well.
- Our environment, communities, life experiences and social structures impact our wellness and ability to practice self-care.
- You deserve the ability to care for yourself and experience wellness. Without putting energy toward personal health, it can be challenging to support one's community.
- Your wellness and self-care practices are unique to you—be honest about and honor what works for you.
- Your community is here. Western as a whole, as well the unique communities within Western, are here to support you.

Please take time to review the attached links that we have developed to offer ideas and resources to help you focus on your wellbeing and self-care. Thank you for continuing to work with Western as we all learn, to be well.

Wellness Resources

As we start the spring quarter, we would like to highlight some helpful resources offered by the Counseling Center/Prevention & Wellness Services. This is just a snapshot—please [follow @BeWellWWU](#) on Instagram and [subscribe to the BeWell newsletter](#) for the latest news and events!

Links for faculty and staff:

- The [Wise and Well U](#) site offers a range of resources for personal and physical well-being.
- The Washington State [Employee Assistance Program \(EAP\)](#) is a free, confidential program created to promote the health, safety and well-being of public employees.

Wellness Highlights for Your Students:

- The Counseling Center's [therapy groups](#) are OPEN and actively recruiting for spring quarter! Group themes include mindfulness skills, social confidence, grief, recovery from interpersonal violence, and relationships. Give us a call at 360-650-3164 to learn how to get connected.
- Need a quick wellness boost? Check out our [Wellness Wednesday](#) series! Topics include sexual pleasure, positive self-talk, and boosting your self-care.
- For anyone looking to connect to holistic support, check out our [Virtual Care Packages](#), including special care packages for BIPOC and LGBTQ+ students.

Remember that your students can access same-day support with a counselor! Same-day phone consultations (360-650-3164) are available Monday-Friday, 10:30 am-4:30 pm PST. After-hours crisis support is available by calling 360-650-3164 and selecting option "1."

COVID-19 RESOURCES



[CDC Coronavirus \(COVID-19\)](#)
[CDC Communication Resources and Printable Posters](#)



[EPA Disinfectants for Use Against SARS-CoV-2](#)



[OSHA COVID-19](#)



[WWU Coronavirus Information](#)
[WWU Field Course Risk Management Toolkit](#)
[WWU Environmental Health and Safety](#)



[WA DOH - Novel Coronavirus Outbreak 2020](#)



[WA L&I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order](#)

[WA L&I Coronavirus \(COVID-19\) Prevention: General Requirements and Prevention Ideas for Workplaces](#)

[WA L&I Directive 11.80 Temporary Enforcement Guidance Annual Fit-Testing for N95 Filtering Facepieces and Respirator/Face Covering Selection During the COVID-19 Outbreak](#)
