

Classroom and Syllabus Guidance for Instructors Related to COVID-19

*This guidance is current as of **January 5, 2021***

Statement on Winter 2021 COVID-19 Classroom Requirements

The following statement should be included in all course syllabi for in-person and hybrid classes for Winter 2021.

Students, faculty, and staff must comply with University expectations regarding appropriate classroom behavior, including those outlined below and in the [COVID-19 Code of Conduct](#). With respect to classroom procedures, this includes:

- *Students, faculty, and staff are required to wear a face covering in all public and shared environments on campus, including during class sessions when others are present.*
- *Students, faculty, and staff are expected to observe the rules of social distancing, which require that you are no closer than six feet from other individuals.*
- *No food is allowed inside classrooms. Drinks are permitted, but please keep your face covering on and use a straw.*
- *Chairs and tables in classrooms are set to maintain a six foot distance between individuals. Do not move chairs from their place in the room.*
- *There will be assigned seating in every class. Instructors may be asked to provide seating information to aid in contact tracing if a student tests positive for COVID-19.*
- *Class dismissals will start with the seat/row closest to the exit door and be managed by the instructor so as to minimize congestion near the exit.*
- *Students and faculty will allow those occupying rooms to fully exit before they enter the room.*

In the event that a student fails to comply with the [COVID-19 Code of Conduct](#) or other University expectations related to COVID-19, the instructor may ask the student to leave the class. The instructor is asked to report the incident to the Office of Community Standards for additional follow-up.

Instructor guidance for in-person and hybrid instruction classes related to Statement on Winter 2021 COVID-19 Classroom Requirements

- **Include the above Statement on Winter 2021 COVID-19 Classroom Requirements** in all course syllabi for in-person and hybrid classrooms. Remind students of the [COVID-19 guidelines](#) for instructional spaces.
- **Instructors should model all behaviors that students are required to follow in their classrooms.**
- **Orally review classroom requirements** at the beginning of the term.
- **If a student fails to adhere to the requirements** during a particular class, instructors should take the following steps:
 - Respectfully remind the student of the requirements and the reasons for them: maintaining the health of our community and protecting one another.
 - Ask the student to comply. If applicable, direct the student to location in building where they can obtain a face covering.
 - If the student fails to comply, dismiss the class.
- **Following class, instructors should then:**
 - File a [General Concern Report](#) with the [Office of Community Standards](#). The Office of Community Standards will determine if there is need for interim action, including restricting a student's ability to return to class.
 - If you dismissed the class, also notify your department chair or program director.

Student Attendance Exceptions

As a result of daily symptom monitoring and/or quarantine and isolation requirements, some students may need to refrain from participating in-person in classes and may instead need to participate remotely for a time. We ask for your flexibility in these circumstances and that you allow students to do so.

Accessibility Statement

Include the following statement on all course syllabi.

Northwestern University is committed to providing the most accessible learning environment as possible for students with disabilities. Should you anticipate or experience disability-related barriers in the academic setting, please contact AccessibleNU to move forward with the university's established accommodation process (e: accessiblenu@northwestern.edu; p: 847-467-5530). If you already have established accommodations with AccessibleNU, please let me know as soon as possible, preferably within the first two weeks of the term, so we can work together to implement your disability accommodations. Disability information, including academic accommodations, is confidential under the Family Educational Rights and Privacy Act.

Guidance on Class Recordings

Instructors can determine whether or not they would like to record class sessions, or portions of class sessions. You may decide, for example, to record lectures but not class discussions. Guidance around this decision can be found [here](#). If you plan to record, we ask that you include the following statement on your syllabus and also verbally let students know that you are choosing to record class sessions.

Please note: The statement below has been changed slightly from the Fall 2020 statement in order to accommodate instructors who may wish to reuse portions of recorded class sessions beyond the current term. Faculty who plan to reuse portions of recorded class sessions beyond the current term can find guidance within the Development tab on the [Instructor Resources section of the Digital Learning site](#).

This class or portions of this class will be recorded by the instructor for educational purpose and available to the class during the quarter. Your instructor will communicate how you can access the recordings. Portions of the course that contain images, questions or commentary/discussion by students will be edited out of any recordings that are saved beyond the current term.

Students are prohibited from recording class sessions and are also prohibited from the distribution of class recordings. Please include the following statement on your course syllabi:

Unauthorized student recording of classroom or other academic activities (including advising sessions or office hours) is prohibited. Unauthorized recording is unethical and may also be a violation of University policy and state law. Students requesting the use of assistive technology as an accommodation should contact [AccessibleNU](#). Unauthorized use of classroom recordings – including distributing or posting them – is also prohibited. Under the University's [Copyright Policy](#), faculty own the copyright to instructional materials – including those resources created specifically for the purposes of instruction, such as syllabi, lectures and lecture notes, and presentations. Students cannot copy, reproduce, display, or distribute these materials. Students who engage in unauthorized recording, unauthorized use of a recording, or unauthorized distribution of instructional materials will be referred to the appropriate University office for follow-up.