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Sent: Friday, January 7, 2022 1:03 PM
To: LAWSTUDENTS
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Subject: Class Attendance, Recordings, and COVID Protocols for Spring
Attachments: Final Attendance Policy Spring 2022.pdf
Importance: High

Students –

We are excited to welcome you back for the start of the spring semester on Monday! I am writing today to remind you of a few matters regarding attendance, COVID protocols, and the like.

First, the Law Center's attendance policy for the 2021-2022 year is attached. **Be sure that you review that carefully.** It contains detailed protocols for the handling of COVID-related absences. In order to receive attendance credit for viewing recordings under the COVID policy, you **MUST** follow all protocols detailed here. Follow your faculty member's instructions for recording your attendance. The faculty member may ask you to record your attendance when in the classroom using a paper roll sheet, when online using the Moodle attendance activity, or some combination thereof; it is your responsibility to mark your attendance timely and in accordance with the faculty member's direction.

Second, recall that the Law Center is recording all course meetings this semester (with the exception of some clinical courses that cannot be recorded given client confidentiality). This does not mean that you will be permitted access to those recordings upon request. That decision is left to the discretion of the individual professor. Many faculty members do not release class recordings. Of course, if you have an ADA accommodation or are operating under the COVID protocols, you will receive those recordings. The recordings are being made for the purpose of allowing us to hold in-person courses in the midst of the pandemic. They are not provided to students generally and they are not a substitute for class attendance except in accordance with the COVID protocols.

Third, you must follow the course modality announced by the faculty member for the month of January. If a faculty member has opted for in-person instruction (rather than hybrid or remote), you may NOT attend the course via Zoom. Do not ask the faculty member to make an exception for you. You will need to discuss the matter with me, and exceptions can be made only for those isolating under campus COVID protocols.

Finally, be sure to review the COVID protocols set out by the Law Center (<https://www.law.lsu.edu/news/same-campus-but-new-campus-life-ga/>) and by LSU (<https://www.lsu.edu/roadmap/health/symptoms.php>). These links will answer many of your questions if you find yourself needing to isolate and stressed about how that will impact your studies.

We look forward to seeing you in class next week!

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2021-2022 LAW CENTER ATTENDANCE POLICY

Students in face-to-face courses must attend class meetings in person.

Students in fully synchronous online courses must attend class meetings online and in real time.

COVID-Related Absences

Students who test positive for COVID-19, who are required to quarantine due to exposure to a COVID-19 positive individual, or who are the primary caregiver for a child who has tested positive for COVID-19 or a child who is required to quarantine due to exposure to a COVID-19 positive individual should fill out the COVID reporting form on the LSU Law Center website, complete the LSU symptom tracker, and notify the Associate Dean of Student and Academic Affairs immediately. Students who are experiencing symptoms of COVID-19 should refrain from coming to class, test for COVID-19 instead of coming to campus, notify the Associate Dean of Student & Academic Affairs immediately, and provide the Associate Dean a copy of proof of testing when available. Students who have complied with all of the above requirements will be provided a copy of class recordings for these absences, and must certify to the Associate Dean that they viewed those recordings in their entirety within 21 days of the recorded session. (Alternatives to certifying attendance by viewing recordings should be arranged with the professor and approved by the Associate Dean for clinical courses in light of client confidentiality.) Students who exceed absences in a course and have COVID-related absences should notify the Associate Dean of Student and Academic Affairs and provide documentation of compliance with all COVID-19-related absence protocols. The Associate Dean will present the student's request to remain enrolled in the course to the Executive Committee for consideration. The Executive Committee shall employ a rebuttable presumption that COVID-19-related absences meeting Law Center protocols be excused. (This presumption applies even when a student refrains from coming to campus because of COVID-19 symptoms, tests on that day, and receives a negative test result.)

Hurricane Ida-Related Makeup Classes and Absences

Classes canceled from August 30-September 3 for Hurricane Ida must be made up as necessary to comply with [PS-45LC](#). These makeup sessions must be completed by faculty by October 15. Faculty members retain discretion to determine the format of makeup sessions. However, if live makeup sessions are to be held, students must be permitted to attend those live classes either in person or to watch recordings and receive attendance credit by certifying their attendance to the professor after viewing makeup class recordings in their entirety within 21 days of the recorded session.

Students who have experienced substantial personal impacts resulting from Hurricane Ida that affect the student's ability to attend live classes between September 7 and September 28 may request the ability either 1) to receive attendance credit by attending classes remotely and in real time via Zoom; or 2) to receive attendance credit by certifying their attendance to the professor after viewing makeup class recordings in their entirety within 21 days of the recorded session. (Alternatives to certifying attendance by attending remotely and by viewing recordings should be arranged with the professor and approved by the Associate Dean for clinical courses in

light of client confidentiality.) These detailed requests shall be provided to the Associate Dean of Student and Academic Affairs for consideration.

Students shall not exceed the number of absences prescribed below.

Fall and Spring Semesters

- 3-hour courses that meet 3 times/week - 9 class absences
- 3-hour courses that meet 2 times/week - 7 class absences
- 3-hour courses that meet 1 time/week - 3 class absences
- 2-hour courses that meet 2 times/week - 7 class absences
- 2-hour courses that meet 1 time/week - 3 class absences
- 4-hour courses that meet 4 times/week - 14 class absences
- 4-hour courses that meet 3 times/week - 10 class absences
- Legal Research and Writing (LAW 5021 and LAW 5022) - 5 class absences
- Appellate Practice and Procedure (LAW 5609) - 5 class absences

Courses Taught by Visiting Scholars

- 1-hour course that meets 3 weeks (6 classes) - 1 class absence.
- 2-hour courses that meet 6 weeks (12 classes) - 2 class absences.

Summer Courses

- 3-hour courses that meet 5 times/week—8 class absences.
- 2-hour courses that meet 5 times/week—6 class absences.

Summer in France Program

- 1-hour course - 1 absence
- 3-hour course - 3 absences

Fully Asynchronous and Partially Asynchronous Online Courses

In a fully asynchronous online course, the attendance requirement is based upon completing coursework. Students in fully asynchronous online courses must complete, at a minimum, 75% of the coursework for the course. The course instructor shall determine the coursework that students must complete to satisfy this requirement and shall be responsible for determining whether a student has satisfied it.

In a partially asynchronous online course, students must (a) attend 75% of face-to-face or synchronous online class meetings and (b) complete, at a minimum, 75% of the coursework for the course. The course instructor shall determine the coursework that students must complete to satisfy this requirement and shall be responsible for determining whether a student has satisfied it. For purposes of this policy, a partially asynchronous online course is one that combines regularly scheduled face-to-face or online synchronous class meetings with asynchronous online components that replace more than 25% of the regularly scheduled classroom sessions or direct faculty instruction.

Seminars, Clinics, and Experiential Courses

In seminars, experiential courses, Moot Court (Law 5855), and other similar courses, the attendance requirement may be higher, as established by the instructor for the course.

Excessive Absences

A first-year student who fails to comply with attendance requirements in any course shall receive a grade of 1.3 in the course and shall be required to repeat the course.

A second- or third-year student who fails to comply with attendance requirements in any course will be administratively dropped from the course and a notation to that effect will be printed on the student's official transcript. If the course is a seminar, an experiential course, Moot Court (Law 5885), or a similar course, the Associate Dean for Academic Affairs, in consultation with the instructor for the course, may determine that the student should remain enrolled in the course and the instructor for the course may impose additional penalties for failure to comply with attendance requirements.

Absences Due to Religious Activities

Any student who wishes to be absent from a face-to-face or fully synchronous online class meeting or desires an extension for the completion of activities and/or assessments in a fully asynchronous or partially asynchronous online course in order to engage in activities that are either fundamental to the student's religion or that express adherence to the student's religious faith should notify the Associate Dean for Academic Affairs via email outlining briefly the necessity for the absence or extension and requesting approval.

Tracking Attendance

Attendance in face-to-face courses is tracked using physical roll sheets, or the Moodle Attendance Activity, or both. In fully synchronous online courses, attendance is tracked using the Moodle Attendance Activity. A faculty member may elect to use electronic attendance-tracking software other than the Moodle Attendance Activity; however institutional support may not be available for that software. In circumstances such as the COVID-19 Pandemic, attendance is tracked electronically.

It is each student's responsibility to make sure to record their attendance in each class meeting in which the student is present. It is a violation of the Code of Student Professional Responsibility to falsify attendance information in any manner. Such falsification includes, but is not limited to, the following: "backsigning" for the dates on which the student was not present; recording attendance for another student who is not present; procuring another student to record attendance for a student who was not present; recording attendance when the student was not actually present or has missed a substantial portion of the class; or sharing credentials for recording attendance through Moodle or other attendance-tracking software with a student who was not actually present in class or has missed a substantial portion of the class.

In fully asynchronous and partially asynchronous courses, faculty members will set and track attendance benchmarks as contemplated above.