

## ATTENDANCE/ACTIVE PARTICIPATION/WITHDRAWAL POLICIES

Students classified as “No Show” for both of the first two weeks will be “administratively” withdrawn from any class which they are not attending. It is the student’s responsibility to know the attendance policy of the class in which they are enrolled.

The student’s financial aid will be adjusted based on their updated enrollment status.

- Depending on the **modality** of the course, attendance may be **online, Live Online, Blended, or on-campus**.
- For **Live Online classes**, **attendance** will be taken online during the normal class meeting time/days.
- **Students who are feeling ill** for any reason should communicate with their instructor regarding attending online instead of on-campus, and/or the possibility of excused absences. Students are also responsible to discuss completing any missed work with the instructor.
- Students who are not actively participating in class as defined in an instructor’s syllabus will be reported to the Administration during the week following the last date to withdraw with a “W” (as posted in the academic calendar on the college’s web site).
- Students will be able to **withdraw** themselves at any time during the term. However, requests submitted after the last date to withdraw with a “W” (see academic calendar) will result in a “WF.” Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs. Withdrawing after the “Last Date to Withdraw with a Grade of ‘W’” can have serious consequences. If the student withdraws from a class after the deadline posted in the academic calendar, the student will receive a final grade of ‘WF,’ which has the same impact on the student’s GPA as a final grade of ‘F.’ A “WF” grade also could impact the student’s financial aid, requiring repayment of financial assistance. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing from a class.

## ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES

The practices of courtesy and respect that apply in the on-campus classroom also apply online. Any discriminatory, derogatory, or inappropriate comments are unacceptable and subject to the same disciplinary action applied in courses offered on campus.

# COVID-19 GUIDELINES

## PERSONAL SAFETY PRECAUTIONS

- Daily requirement to complete the [SPC Self-Assessment Symptom Checker](#) that uses CDC guidelines
- **Face coverings are REQUIRED in all SPC buildings.** If you require an exemption or an ADA accommodation, please contact [Accessibility Services](#). For additional information, please see the college's [Comeback Plan](#).
- Any student not abiding by the face covering requirement may be asked to leave the facility and security may be contacted. Repeated non-compliance with face coverings may be referred to the Associate Provost or appropriate Academic Dean.
- **All students should wash and/or sanitize hands** (sanitizer, soap and/or wipes will be made available) upon entering and exiting the building and throughout their time on campus.
- **Maintain social distancing** (at least 6 feet) and wear a mask at all times while inside campus/site buildings
- **Limit your time inside buildings** – be prepared for your visit by making a list of the items you need or tasks you must accomplish while on campus
- Please watch the college's [Safety Video](#) for additional information.
- **Repeated non-compliance** with face coverings may be referred to the Associate Provost or appropriate Academic Dean.

## REPORTING COVID-19 or FLU-LIKE SYMPTOMS

- In addition, completing the [symptom checker self-assessment](#) each day before you arrive for work or classes, is critical in ensuring that we can effectively contract trace.
- If you are experiencing any COVID-19 or flu-like symptoms, **DO NOT come to campus**. Contact your faculty member immediately.
- According to the CDC, the most common symptoms of COVID-19 include fever or chills, coughing, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Symptoms may appear within two days of exposure and vary in severity from person to person. We encourage all students, staff and faculty to complete the daily symptom checker before attending class or work each day, and stay at home, and follow reporting guidelines.
- Students who are exposed to a person with COVID-19 should stay home and notify St. Petersburg College. In general, close contact involves living in the same household as a sick person, caring for a sick person or being within 6 feet of a sick person for a period of 15 minutes or more. Students in close contact with those exposed are recommended to self-quarantine, which is up to 14 days. After the

14 days, if you pass the symptom checker and have been fever free for 72 hours, please contact your faculty member to let them know you are ready to return to class.

- Particular campuses or programs may have additional requirements beyond what is below. Please review information provided by your specific program/campus.

**You may return to campus according to the guidelines provided in the chart below.**

CASE INFORMATION	CAN I COME TO CAMPUS?	DO I NEED TO BE TESTED?	WHOM DO I NOTIFY?
<p><b>You tested COVID-19 positive</b></p> <p>You have been tested and are informed you test positive.</p>	<p>No. You will need to self-quarantine for 14 days and follow CDC guidelines.</p> <p>After the 14 days, use the symptom checker daily to determine if you should return to campus.</p> <p>If you pass the symptom checker and have been fever free for 72 hours, please contact your faculty member to let them know you are ready to return to class.</p>	<p>If you have already tested positive, you do not need to be tested again.</p>	<p>Contact your faculty member at SPC. Faculty will notify the campus Provost (and specify if the student is a F2F or online student).</p> <p>SPC will initiate a cleaning protocol that may result in specific locations sanitized for 48-72 hours.</p> <p>Contact your faculty instructor for remote learning options or make up work.</p>
<p><b>A household member tests positive</b></p> <p>Someone you live with, a roommate, significant other.</p>	<p>No. You will need to self-quarantine for 14 days and follow CDC guidelines.</p> <p>After the 14 days, use the symptom checker daily to determine if you should return to campus.</p> <p>If you pass the symptom checker and have been fever free for 72 hours, please contact your faculty member to let them know you are ready to return to class.</p>	<p>It is recommended you be tested.</p> <p>Even if you elect to get tested yourself and test negative, please self – quarantine for the full 14 days from the date of the positive test of your household member.</p> <p>Following the 14 days continue to use the symptom checker daily to determine if you should return to campus.</p>	<p>Contact your faculty member at SPC. Faculty will notify the campus Provost (and specify if the student is a F2F or online student).</p> <p>SPC will initiate a cleaning protocol that may result in specific locations sanitized for 48-72 hours.</p> <p>Contact your faculty instructor for remote learning options or make up work.</p>

CASE INFORMATION	CAN I COME TO CAMPUS?	DO I NEED TO BE TESTED?	WHOM DO I NOTIFY?
<p><b>A close contact tests positive</b></p> <p>Someone with whom you spent more than 15 minutes in close contact and were within 6 feet of since the day they developed symptoms and/or tested positive for COVID-19.</p>	<p>No. You should self-quarantine for 14 days and follow CDC guidelines.</p> <p>After 14 days, you should not come to campus if you feel ill. Use the symptom checker daily to determine if you should return to campus.</p> <p>If you pass the symptom checker and have been fever free for 72 hours, please contact your faculty member to let them know you are ready to return to class.</p>	<p>It is recommended you be tested.</p> <p>Even if you elect to get tested yourself and test negative, please self – quarantine for the full 14 days from the date of the positive test of your household member.</p> <p>Following the 14 days continue to use the symptom checker daily to determine if you should return to campus.</p>	<p>Contact your faculty member at SPC. Faculty will notify the campus Provost (and specify if the student is a F2F or online student).</p> <p>SPC will initiate a cleaning protocol that may result in specific locations sanitized for 48-72 hours.</p> <p>Contact your faculty instructor for remote learning options or make up work.</p>
<p><b>Coworker, classmate, friend or casual contact tests positive</b></p> <p>Someone you were NOT within 6 feet of for more than 15 minutes or with whom you shared secretions.</p>	<p>You can come to campus as long as you do not have any symptoms and you were not in close contact.</p> <p>You should not come to campus if you feel ill. Use the symptom checker daily to determine if you should return to campus.</p>	<p>If no symptoms occur, you may not need medical care. You should continue to use the symptom checker daily to determine if you should return to campus.</p>	<p>No notification needed unless you become ill.</p>
<p><b>You feel ill and unsure if you have been exposed to COVID-19</b></p> <p>You have not been tested but feel ill.</p>	<p>You should not come to campus on the day you feel ill. Use the symptom checker daily to determine if you should return to campus.</p>	<p>If no symptoms occur, you do not need medical care. You should continue to use the symptom checker daily to determine if you should return to campus.</p> <p>If symptoms occur self-quarantine for at least 14 days. It is also recommended you be tested.</p>	<p>Contact your faculty instructor for remote learning options or make up work.</p>

## MAKE-UP WORK

Your success is very important to us, and we are here to help you achieve your academic goals. While students are expected to complete the scheduled assignments within their respective due dates, we also understand that given the circumstances surrounding Covid-19, there may be unexpected and/or extenuating circumstances which occur. Therefore, we encourage you to communicate and work closely with the faculty to discuss a mutually agreeable plan to submit any late assignments when those circumstances arise.

Please do not hesitate to reach out to your instructor. They are here to help.