We are continuing a school year unlike any other we have experienced: a year that requires all of us in the Bulldog community to do our part and to take conscious steps to protect the health and safety of each other and ourselves. *The well-being of everyone on campus this fall will require all faculty, staff, and students to come together to ensure the health and safety of our community is our top priority.*

To mitigate the spread of COVID-19 in the classroom/lab, Ferris State University requires you to wear a mask indoors, regardless of your COVID-19 vaccination status.

- If you arrive to class/lab without a mask, I will ask you to put one on.
- If you fail to comply with this request, you will be asked to leave class.
- If you refuse to comply with this requirement, I have the right to cancel class.
- Violations of this policy shall be treated as academic misconduct and will be referred to the Office of Student Conduct for disciplinary action.

If you need an accommodation for wearing a mask, you should contact Educational Counseling and Disabilities Services at ecds@ferris.edu.

**WHY GET VACCINATED?**

Vaccinations are our best way to assure community health and to avoid the disruptions seen across the country this past year from COVID-19. Fully vaccinated students are significantly less likely to get sick and be required to isolate and do not have to quarantine if they have been in contact with someone who has COVID-19 unless they are symptomatic.

Free vaccinations are available in the Birkam Health Center for students, faculty, staff, and their household members age 16 and up. If you have not been vaccinated and would like to be, please contact Birkam Health Center at (231) 591-2614, Option 2, to set up an appointment, or you can visit www.vaccines.gov for area vaccination sites across the state.

As part of the Ferris Community, we will be trusted and expected to:

1. Complete the daily Symptom Checker at the start of each day before coming to class and follow the directions you receive. [https://ferris.medicatconnect.com/home.aspx](https://ferris.medicatconnect.com/home.aspx).
   - If necessary, cooperate with contact tracing, and directives to self-quarantine or isolate.
     a. Answer your phone when called.
     b. Stay at your personal residence when feeling ill.
     c. [Report positive COVID test results](https://www.ferris.edu/coronavirus)
   
   It is a courtesy to inform me if you are ill, in quarantine, or in isolation. I will inform you if I will not be holding class via Canvas or email.

2. Wear all personal protective equipment (PPE) required in this class, and follow my directions for when you may remove face coverings or PPE in our classroom or laboratory setting. Ferris: visit [https://www.ferris.edu/coronavirus](https://www.ferris.edu/coronavirus) for mask requirements.

3. Practice good personal hygiene, including frequent hand washing.
   a. When washing hands is not practical, use hand sanitizer whenever you have touched a public surface (e.g. door handles, desktops).
   b. Clean and disinfect surfaces used.
   c. Follow my directions for cleaning surfaces, computers, or other equipment in the classroom at the beginning and end of class sessions. [CDC: hand washing video](https://www.ferris.edu/coronavirus)

4. For potential contact tracing, we will need to verify where you sit, so please follow my directions for reporting where you sit each day you come to class.

5. Do not eat food in the classroom/laboratory. Follow my directions for drinking beverages, including minimizing face covering removal to drink and only drinking from a resealable container.
Academic Policies
If you or someone close to you contracts COVID-19 and it becomes difficult for you to complete the class, you should discuss the following options with me, your academic advisor, and Birkam Health Center, if appropriate:

1. **Incomplete Grade** ([Academic Affairs Policy 01:9](#))
   a. If I (your instructor) am unable to complete the course and no other accommodations can be made, all students in this class will receive a grade of Incomplete for the course.
   b. If the University (or our course) pivots to remote instruction, I will inform you of any changes to the Incomplete Grade Policy. See also [Coronavirus Updates Hub](#).

2. **Withdrawal**
   a. The deadline for withdrawing from full semester courses is **Thursday, November 4**.
      If this deadline changes, I will inform you. You will also be notified in a University-wide Coronavirus update and on the [Info for Students page](#).
      If you need to withdraw from all your courses, follow the policies below:
   b. Academic Withdrawal from the University ([Academic Affairs Policy 17:01](#))
   c. Medical Withdrawal from the University ([Academic Affairs Policy 18:2](#))

I am aware of the unique situation we face in reducing COVID-19 exposure while still providing you the best learning experience possible. Please read my Syllabus to learn how I will address the following policies.

1. Attendance Policies ([Academic Affairs Policy 02:1](#))
2. Participation (with assessment component)
3. Assignment deadlines

**Academic and Personal Support**
There are many people at the University who can provide support for you to achieve academic success during this difficult period. We encourage you to connect with these services.

**Technical Support Services:**
- **eLearning@ferris.edu** for questions about accessing your Canvas course(s)
- **itsc@ferris.edu** for questions about hardware, software, and internet access
- [Keep Learning](#) (Canvas resources for students)

**Academic Support Services:**
- [Academic Literacies Center (including Writing Center, tutoring)](#)
- [FLITE](#)
- Contact your college academic advisor

**Personal Support and Counseling Services:**
- [Birkam Health Center](#)

**Disabilities Services (including anxiety, depression, etc.):**
- [Educational Counseling and Disabilities Services (ECDS)](#)

Remember, we are all in this together #FerrisForward.

“I have always had a boundless faith in the possibilities of human nature.”

Woodbridge N. Ferris