



University of Arkansas School of Law Guide to Fall 2021 *Law School in a Pandemic*

I. Introduction

Welcome to Fall 2021! Though we're still managing the pandemic, we're thrilled to commence our academic year. Since March 2020, we have worked together to minimize the spread of COVID-19. We will continue this community effort until it is no longer necessary. The University and law school will continue to follow legal requirements and the best information available from public health officials including the [Arkansas Department of Public Health](#) (ADH) and the federal [Centers for Disease Control and Prevention](#) (CDC).

The pandemic continues to create uncertainty and this guide is a living document that will change with the pandemic, public health advice, and University policies. We cannot answer every question and anticipate every situation, but we can work together to be focused and productive in an uncertain time. Flexibility and adaptability are key to our success. If you have any questions, please don't hesitate to ask. At the end of this document are key contacts for our building. A key resource for all community members is the [University's COVID-19 page](#).

II. Health Considerations

The health of community members and their families are a primary concern this fall. All community members should check their health for symptoms of COVID-19. If you are showing signs of COVID-19 or other illness, **DO NOT COME TO CAMPUS**. If you think you are sick use the following resources:

- [COVID-19 Symptoms](#)
- [COVID-19 Testing](#)
- [Self-Reporting COVID-19 Form](#)

Please note that Pat Walker Health Center will provide testing services for symptomatic cases at the Garland Garage but you **MUST HAVE AN APPOINTMENT. NO WALK-UPS.** Call 479-575-4451 or use the PWHC patient portal at the link above to make an appointment online. [Click here for detailed campus testing information.](#)

Once you've followed the reporting protocol, depending on how you feel:

- Students should follow the illness policy attached as **Appendix 1.**
- Students can also opt-in to COVID Care Calls by emailing lawrept@uark.edu or texting 479-225-0447. This program will offer check-ins for student support while a student is quarantined or experiencing illness.
- Employees should follow up with their supervisor (staff) or the Associate Dean for Academic Affairs (faculty) as their health condition evolves to let the supervisor or Associate Dean know if illness will prevent them from completing their duties on a given day or for a period of time.

III. University Protocols for COVID-19 Exposure or Symptoms (also included in Appendix 2)

If you are vaccinated and NOT SYMPTOMATIC:

- Fully vaccinated people **with no COVID-like symptoms DO NOT** need to quarantine but they should get tested 3-5 days after their COVID exposure –earlier if they develop any symptoms.
- Monitor for symptoms for 14 days following an exposure.

If you are vaccinated and SYMPTOMATIC:

- Fully vaccinated individuals who experience symptoms consistent with COVID-19 should isolate themselves from others, **be clinically evaluated and tested for COVID-19.**
- You need to self-isolate for a full 10 days if you test positive for COVID-19.

If you are UNVACCINATED OR PARTIALLY VACCINATED and exposed:

- You need to quarantine immediately and monitor for symptoms for 14 days. You can get tested 3-5 days post exposure and earlier if you develop any symptoms.
- You need to self-isolate for a full 10 days if you test positive for COVID-19.

If you develop symptoms for COVID-19 during the quarantine period or receive a positive COVID-19 test result, you must follow the instructions for a 10-day isolation. Instructions can be found on the university's COVID-19 guidance website in the [Testing, Reporting, Quarantine & Health Information](#) section. Please make sure to self-report if you were tested off campus.

If you need to quarantine due to close contact or isolate following a positive COVID-19 test result, your release from isolation or quarantine is based on current best practices, such as length of time, improving symptoms, and the guidance of health care providers and state health officials. Once you have completed your quarantine/isolation period, you are free to resume regular activities.

In some instances, a release from quarantine or isolation, may be required to return to various activities.

If you require a release from quarantine/isolation letter, you may contact ADH or the medical provider who conducted your test. You can also call the ADH COVID-19 Hotline at 1-800-803-7847.

IV. Courses, Academic Technology, and Student Success

This law school provides an engaging, effective legal education to our students. Faculty focus on course design, effective use of teaching technology, and best practices in assessment. We are confident that student and faculty effort result in highly effective learning environments despite the interruptions of the pandemic.

What is happening with classes? Courses are offered in person unless a course is listed as distance learning or a professor is teaching with an accommodation for a health issue. All professors are prepared to move to remote learning if public health conditions require it. **More than ever, it is critical that students carefully read course syllabi and check their emails for communication from professors, the administration, and the University.**

Course Format Definitions

The following definitions are provided to help our students, faculty, and staff use the appropriate terminology for different types of class delivery modes.

Face to face is in a classroom. All courses are captured with recording technology and available to students according to the terms set out in each professor's syllabus. Residential students should also know that masks are required in classrooms and inside the building at all times, as further explained below.

Synchronous remote learning is a class that meets at a scheduled time on Teams, Collaborate, or Zoom in "real time." Synchronous courses may also blend their learning so that some learning activities occur without the professor present on the screen. These courses offer live discussions with students and professors. Students are called on, asking questions, and contributing to class in the chat or Q&A feature.

Asynchronous (aka "distance education") courses are professor designed and taught courses in which students work through content and exercises at a time that works for them. Interaction with professor and students is typically through discussion boards and/or exercises. Progress in the course is measured by assessments designed by the professor and delivered through the "learning management system" (LMS). This type of class offers less discussion and "live" interaction but is just as engaging and challenging. Distance courses are noted as such in the course catalog.

Blended courses are those that offer both synchronous and asynchronous activities.

Hybrid courses are those that have residential and remote components.

What about technology? All professors will use a learning management system (LMS). At the law school, you will typically have courses on Blackboard, MyLaw, or TWEN. Synchronous classes, small group learning, TA sessions, and office hours will happen on Teams, Collaborate, or Zoom. Your professor will provide information about what LMS the course will be offered on and what synchronous tool will be used.

Where can I print in the building? Printing stations are located throughout the library. Students will be responsible for approaching printers to release their jobs and ensuring they leave the printer in good order.

What about assessments? Many course designs rely on frequent assessment to support deep learning of material. The faculty have given extensive thought to their assessment methods. Assessment should be considered part of the learning process, not a distraction from it. Students will receive specific guidance about exam technology from the Registrar prior to an assessment. Those communications will include protocols to follow if students have technical issues during the exam.

How will I be graded? The [law school's grading policies](#) are in full effect. Please review syllabi or contact your professor about grading questions in specific courses.

Are the clinics open during the pandemic? Yes, they are. They may implement safety measures depending on the clients' needs, court rules, and University policy.

How do I use the library for research? All community members must wear a mask as further explained below. If you are using a computer, sanitize your hands before and after touching the keyboard. If you need the assistance of a librarian email lawref@uark.edu or call 479-575-8427 or 479-575-5051. Do not hesitate to report unmasked students at the above numbers or [here](#).

What academic success resources are available and how do I access them?

First Year Student Programming

Dean Pollvogt and Professor Menendez offer support for 1L students. Topics they coach students on include reading comprehension, briefing, note taking, practice testing, and outlining.

Upper-Level Students

Dean Pollvogt and Professor Menendez offer individualized academic mentoring for all students. They partner with students to improve study strategies, prepare for exams, work through practice questions, and provide general academic support. Students may schedule appointments with Professor Menendez via 12Twenty.

V. Student Services

Our student services offices are open and here to assist all students. The offices include: Academic and Bar Success, Admissions, Career Services, Externships, the Associate Dean for Student Success (Dean Pollvogt) and the Senior Associate Dean of Students (Dean Miller).

Academic Success. See above.

Career Services and Externships

The Career Services and Externships team remains a resource for career information and advising. This semester, all lunchtime and other programs will be presented online through Teams or recorded video.

Students may continue to submit resumes and/or cover letters for review through [12Twenty](#) or email (tchadick@uark.edu).

All jobs and externships will be posted on [12Twenty](#). Most interviews facilitated by the Career Services office will be virtual, but some employers may coordinate in person interviews directly with students.

Director of Career Services, Terri Chadick, is available for remote individual advising. Students can [schedule an appointment on 12Twenty](#), or contact Ms. Chadick by email (tchadick@uark.edu). For immediate assistance, call 479-575-6378 or use the chat function on Teams.

Director of Externships, Professor Menendez, is available for remote individual advising on externships. Students can [schedule an appointment on 12Twenty](#).

Judicial Clerkship Coordinator, Professor Menendez is also available for remote individual advising on judicial clerkships. Students can schedule an appointment on [12Twenty](#), or contact Prof. Menendez by email (menendez@uark.edu). For immediate assistance, call 479-575-6378 or use the chat function on Teams.

12Twenty Administrator, Robin Coker, is available to assist with any issues you have with [12Twenty](#). You can contact Ms. Coker by email (rhcoker@uark.edu). For immediate assistance, call 479-575-2931 or use the chat function on Teams.

Registrar

Students and faculty may contact the Registrar's office via email for questions or to make appointments. Appointments will mostly take place in Microsoft Teams. Registrar Brooke Holt can be reached at 479-575-7207 or bholt@uark.edu. Associate Registrar Ty Swire can be reached at 479-575-5543 or swire@uark.edu. Students may also email lawregr@uark.edu with general questions.

VI. Building Usage (including Mask Requirement)

The law school building is our community's physical home. In order to ensure that our community is caring for one another's health and making the building as safe

as possible, all users are expected to follow the Building Usage Guidelines below. Many have asked, “How will the administration enforce these guidelines?” First, we hope that we do not have to because community members voluntarily follow them and graciously help others do so. Second, if enforcement is necessary, the process for students is noted below. Standard Human Resources processes will apply to faculty and staff. Finally, it is worth noting that our last academic year yielded only a handful of complaints that were easily resolved.

Building and Library Hours

- Monday-Thursday, 6:30AM -10:00PM
- Friday, 6:30AM - 8:00PM
- Saturday, 10:00AM-6:00PM (closed on days of home football games)
- Sunday, 12:00PM-10:00PM
- Law faculty, students, and staff have 24/7 card access to the building

Building Use Guidelines

1. Check your health before coming to campus. Do not come to campus if you're ill.
2. Wear a mask indoors throughout the building, including the following:
 - a. In class, as classrooms do not have seating at a distance of 6 or more feet from other students.
 - b. In general study areas in the law library, the law library computer lab, and in Arsaga's except when actively eating or drinking.
 - c. In all office, lounge, and hallway spaces.
3. Wash hands or use hand sanitizer frequently.
4. Wipe down your desk space before and after use.
5. Use only assigned seats in classrooms and adhere to course seating charts.
6. Plan to arrive shortly before class and leave the classroom promptly at the end of class. You may approach the professor only with permission.
7. **Do not move classroom or building furniture.**

If something doesn't look right or sanitizing supplies are out text 479-225-0447 or lawrept@uark.edu.

Non-Compliance with Building Use Guidelines by Students

Any person can report instances of non-compliance with these guidelines by (1) email to lawrept@uark.edu (2) text to 479-225-0447 or (3) to the central university through its [reporting portal](#).

If a student doesn't follow the Building Usage Guidelines, then the following steps will occur:

- The administration will contact the student to remind them of the guidelines.
- A second report will cause a written warning to the student to follow guidelines.
- A third report or more will result in a letter being placed in the student's academic record that the student failed to comply with building use guidelines designed for safety and community protection during a pandemic. Such letter may be disclosed during the bar licensure process or as part of a transfer application.
- In addition to the steps noted above, refusal to wear a mask will also result in the student being required to attend classes remotely unless the student agrees to wear a face covering while at the law school. If refusal to wear a mask occurs in the library, the patron will be required to leave the library and cannot return unless the patron wears a mask.
- Any egregious non-compliance with the University's and law school building use standards may be treated as a second or third report if the incident is clearly unprofessional or violative of the public health standards. Examples of such conduct include refusing to leave a classroom if unmasked, intentionally coughing or sneezing on others, or disrupting the law school's learning environment in response to a request to comply with University public health standards and/or building usage guidelines.

Study Spaces

We understand how important it is that students have a quiet place to study. The law school has study spaces that are available throughout the building and law library. When using study spaces, follow the building usage guidelines. If you are alone in a study space with a closed door, you may remove your mask. **Again, do not move the furniture.**

Food and Water

It is important that our community members support their health with good nutrition and hydration. The best strategy is to prepare non-perishable foods that do not require heating or cooling, though refrigerators and microwaves are available to students. **Note:** this equipment is not wiped down by staff after student use. Students are responsible for doing so.

Students should plan to eat outside or socially distanced inside. Ideas include: fresh and dried fruits; vegetables; shelf-stable items for dipping, sandwiches, or snacking such as hummus, meats (such as tuna fish and crackers) and nut butters; or “leftovers” that can be [packed with an ice block](#) and eaten cold. There are also [self-heating lunch boxes](#) that some may prefer.

The Union will be open, but [this can be an expensive option](#). All community members should be aware that the [Gearhart Full Circle Food Pantry](#) is an available resource on campus. If purchasing an insulated lunch box and ice block is problematic or you are having issues accessing adequate food, please contact lawrept@uark.edu or 479-225-0447.

Finally, please clean up after yourself whether you eat inside or outside.

Lockers

Lockers are available for students. Please contact the Student Bar Association for lockers. Please be mindful of social distancing when accessing your locker.

Restrooms

Restrooms are a focus area for cleaning and disinfection throughout each day. All will have touchless soap dispensers. The existing occupancy of restrooms has not been reduced. However, all should follow these guidelines:

- Do not loiter in the restroom if a urinal or stall is not readily available – leave and find another restroom or, return later
- Properly wash your hands when entering the restroom
- Properly wash your hands prior to leaving the restroom
- **Please leave fans ON**

Where do I report problems? Email lawrept@uark.edu or text 479-225-0447.

VII. Community Life

Events

We encourage virtual events such as speakers and panels. Some in-person events must follow the [University approval process](#) and must be discussed with the student organization's advisor and an associate dean prior to approval.

Student Organizations

Student organizations continue to play a critical role in the intellectual and social life of the law school. If you have a question about a specific student organization's meeting and plans for the semester, please contact the leader of the organization (list at the end of this document).

Study Groups

Students are strongly encouraged to form study groups and meet virtually. For ideas about making study groups work effectively, please contact Dean Pollvogt or Professor Menendez.

Pro Bono and Community Service

There will be many opportunities for students to engage in pro bono work remotely this year. Students interested in volunteering through our Pro Bono and Community Engagement Program can find opportunities in the group "School of Law – Pro Bono" in GivePulse under the tab labeled Events. For those who need to create a GivePulse pro bono account, instructions from former Pro Bono Fellow Tony Jones, J.D. '20 on how to do so are here: <http://bit.ly/2N433FX>.

Students with questions about any aspect of pro bono, including how to get involved, can email Professor Annie Smith (abs006@uark.edu) to schedule a call. Keep an eye on the program's social media accounts ([Twitter](#), [Facebook](#) & [Instagram](#)) – as well as MyLaw and 12Twenty– for the latest Pro Bono & Community Engagement Program news.

Recreation and Wellness

All community members are encouraged to make time for wellness and self-care. Outdoor recreation is highly recommended. The University also continues to make individual counseling and group wellness events available. For more information:

- Individual counseling and group wellness: [University Counseling and Psychological Services](#).
 - 24-hour emergency mental health line: **479-575-5276**.
- [Arkansas Judges & Lawyers Assistance Program \(JLAP\)](#).
- [University Recreation](#) (indoor and outdoor options).

VIII. Other Issues

Financial Assistance

Thanks to generous donors the law school has a dedicated emergency fund to help students who experience a financial crisis. Information is [here](#). *Please be aware that your financial aid package may limit your access to direct financial support from this fund.*

Declaration of Outbreak

The Arkansas Department of Health (ADH) is the agency that will guide decision-making with respect to whether COVID-19 cases require the campus to shift to remote operations.

Needing Help

We know that this is a trying time for many. You may be in need of help this fall. If this guide doesn't include a topic or resource that you need, please email Dean Miller.

Vaccine

We urge you to be vaccinated, though it is not required. Vaccine is [available on campus](#).

Contact Information: Administration

Title	Name	Phone	Email Address
Assoc. Dean - Academic Affairs	Tiffany Murphy	575-3059	tmurphy@uark.edu
Assoc. Dean - Research	Alena Allen	575-5027	alena@uark.edu
Assoc. Dean - Student Affairs	James Miller	575-5618	jkmler@uark.edu

Assoc. Dean - Student Success	Susannah Pollvogt	575-7051	pollvogt@uark.edu
Assoc. Registrar	Ty Swire	575-5543	swire@uark.edu
Budget, Facilities, & HR	Lynn Stewart	575-7946	lstewart@uark.edu
Classroom Computer Support	Randy Thompson	575-5831	rjthomps@uark.edu
Computer Support Specialist	Chris Abel	263-6228	cabel@uark.edu
Computer Support Specialist	Bob Wheeler	200-2654	rewheel@uark.edu
Computer Support Specialist	Adam Zorzin	200-6752	azorzin@uark.edu
Coordinator of Diversity, Equity and Inclusion	Edison Williams	575-4164	erw006@uark.edu
Dean	Margaret Sova McCabe	575-4504	mccabe@uark.edu
Dean's Assistant	Terri Huckleberry	575-4504	terri@uark.edu
Law LLM Program Administration	Bonnie Miller	575-6664	bhmiller@uark.edu
Lecturer Support	Mary Elizabeth Bailey	575-7931	meb019@uark.edu
Legal Clinic Office Manager	Audrey Briggs	575-5615	aabriggs@uark.edu
Registrar	Brooke Holt	575-7207	bholt@uark.edu

**Contact Information: Student Organizations
(as of 08/13/21)***

STUDENT ORGANIZATION	PRESIDENT	EMAIL
American Constitution Society for Law and Policy	Mason Gates	mdg018@uark.edu
Animal Legal Defense Fund	Calli Holland	cfh003@uark.edu
Arkansas Bar Rep.	Colton McChristian	jcmcchri@uark.edu
Arkansas Law Review	Taylor Spillers	tcspile@uark.edu
Black Law Students Association	Collin Heard	sidawson@uark.edu
Board of Advocates	Grant Spillers	gtspille@uark.edu
Business Law Society	Nicholas (Nick) Hays	njhays@uark.edu
Christian Legal Society		
Criminal Law Society	Hannah Lundry	hlundry@uark.edu
Federalist Society for Law and Public Policy	Brian Thomas	bgt001@uark.edu

Food Law and Policy Society		
Health Law Society		
Hispanic Law Student Association	Zachary Rivera	zrivera@uark.edu
Immigration Law Society		
International Law Society	Shelby Davis	sjd004@uark.edu
Journal of Food Law and Policy	Channing Burd	cmburd@uark.edu
Law Republicans	Fuller Chandler	fschndl@uark.edu
Law Student Wellness		
Law Young Democrats	Maria Cueva	mecueva@uark.edu
Nation Lawyers Guild		
OutLaw	Josie Bates	jab077@uark.edu
Phi Alpha Delta	Carson Henderson	cjhender@uark.edu
Property Law Society		
Sports and Entertainment Law Society	Drake Murdock	damurdoc@uark.edu
Student Bar Association	Caleb Epperson	caeppers@uark.edu
Vivus	Laura Purvis	llpurvis@uark.edu
Women's Law Student Association	Josie Bates	jab077@uark.edu

*Student organizations not listed here are not reflected as “active” by the University.

Appendix 1

Student Illness Policy

If you become sick, (exhibit signs of cold, flu, allergies, or any other symptoms of illness) during the course of the semester, please do not come to campus. If you have symptoms of COVID-19 we urge you to consult with the Pat Walker Health Center and follow their guidance with respect to testing. Any time you are absent from class for illness, you must communicate with law school personnel to avoid unexcused absences from your classes. Depending on the type of illness, please take the actions listed below.

- **Minor illnesses that are less than 3 days in duration:** Email your professors and the registrar, Brooke Holt. Your professors may release to you the video recordings of missed lectures in accordance with their syllabus.
- **Flu, quarantine due to Covid exposure, or COVID-19 positive result:** Please email the registrar, Brooke Holt and Dean of Students Jim Miller immediately. They will communicate with all your professors regarding your extended absence and discuss options for the missed classes.
- We are not offering remote or hybrid classes for the Fall 2021 semester. If you have a condition that may require accommodation, discuss your options with Dean of Students Jim Miller as soon as possible.
- The Pat Walker Health Center, on the opposite corner of Maple and Garland from the law school, will continue to offer testing, vaccine, and telemedicine appointments for members of the community. If you are experiencing illness, please consult with them by calling **479-575-4451** or visiting their website <https://health.uark.edu/>.

Appendix 2

General COVID-19 Class Management Guidance

A. Overview

This document provides general guidelines and information concerning course and classroom management during the Fall semester. This document is included in the Law School Guide 2021 for reference. Faculty decisions with respect to options below are final.

We are guided by the following:

- The desire of the community to operate our program of legal education, particularly classes, in a face-to-face setting where possible understanding that some students, staff, and faculty will seek accommodations given their individual health circumstances
- The need for our community to care for one another by masking and getting vaccinated, particularly where many staff, faculty, and students have children under the age of 12 who have no access to vaccine
- Arkansas law
- Board of Trustee and University of Arkansas policy and guidance (which relies on CDC and ADH public health advice to formulate policy to the extent it is consistent with Arkansas law)
- ABA Standards (we have a variance on distance education credit caps but no variance on attendance, curricular requirements, or provision of student services requirements)
- The Faculty Policies Manual

Since March 2020, the pandemic has challenged our community in every endeavor. It will continue to do so. This guidance will likely change as the pandemic evolves. Flexibility under the list of guidance above is paramount but often seemingly unworkable to satisfy all community members. We cannot resolve all issues, but we can listen and work together to make the best of our situation.

B. Remote Learning Requests from Students

Types of Requests

Most students have expressed a desire to be in the classroom this fall. However, some students have requested accommodations due to COVID-19. As a result, some faculty have asked how to handle students' request to be remote in a class, whether that request comes from the University's Center for Educational Access (CEA) process or from students with other reasons for requesting remote learning for Fall 2021. Students who follow the CEA process are entitled to the granted accommodation, which may include remote learning options.

Faculty also have flexibility to work with students who do not pursue the CEA process and who have COVID-19 related reasons for requesting remote learning options. Faculty, following this guidance, may offer the student remote learning. Accommodating a remote learning environment in addition to providing F2F class may add to the teaching workload, but it may also reduce the number of students in the classroom, particularly classes with high enrollment. This option may also provide a more comfortable work environment for faculty and students attending the class.

Granting non-CEA Remote Learning Requests from Students

These general guidelines meet the UA requirements for face-to-face (F2F) learning. As the Board, President, Chancellor, and Provost have emphasized, faculty are expected to teach classes F2F with students in a classroom except for online (Global Campus) courses or where accommodations based on individual health circumstances apply. With the general principals above in mind, the following guidelines are intended to help law faculty planning for Fall 2021.

Attendance Policies

In accordance with Faculty Policy §2-902 and American Bar Association Standard 308, faculty control class attendance policies. Each class syllabus should specify how attendance will be handled, and faculty are encouraged to be lenient with class attendance policies to prevent students that are ill from attending class (i.e. providing a recorded lecture and not counting the student absent). Faculty should maintain attendance records for all students, whether they are F2F or remote. If faculty desire, they may grant a student's written request to learn remotely under the following guidelines.

Syllabus Language

First, the professor should address the remote option in the course syllabus. The following is a sample attendance policy adaptable to circumstances:

Students are required to attend class regularly. Students may/not request a remote learning option. [Include only if you permit remote learning: To request a remote learning option, the student must email me stating the reasons for their request and its scope (i.e. until such time as the student is able to be vaccinated). I will reply granting or denying the request. To satisfy attendance requirements, students learning remotely are expected to (select appropriate option) log in to teams/zoom, be on camera, and may/not use the chat to ask questions. OR Students will receive the lecture recording and attendance will be calculated based on whether the student listens to the recording as indicated by Echo360.

Students who are requesting remote learning due to COVID-19 related absences must also follow the Student Illness Policy (Appendix 1). Students will receive access to course recordings only as specified by their professor in the course syllabus.

Learning Materials Required

If the professor chooses to allow remote participation, the professor **must** provide the student with access to class materials and a recorded version of the lecture to those students who have permission to attend remotely and in accordance with the syllabus. The recorded lecture is sufficient for any remote learning student. However, professors may also choose to allow the student to listen and/or actively participate in class remotely (i.e., open the class on Teams or Zoom) at the professor's comfort level.

General Process for Managing Remote Learning Option

If a professor chooses to accommodate a student's remote learning request, the professor must get the request in writing and retain the student request so that **the law school has documentation that the student requested accommodation.** This will assist the administration and the faculty member if there are any questions regarding the mode of course delivery. **This does not mean that faculty will convert courses to remote delivery, F2F class is available for all students but faculty can allow students to be remote if they request it in writing.** Faculty should not send a general survey or make a general request asking for a "yes" or "no" for F2F or remote.

1. Faculty may have received or will receive CEA request for students to be allowed to attend remotely for various medical reasons; hence, faculty may be required to provide remote instruction as noted above. If that is true, faculty may open that option to all students attending the course. **Again, this is not required, and it is strictly your decision for the non-CEA students.** For the CEA students, we must accommodate the request. These requests will come from Registrar Brooke Holt or Associate Dean of Students Jim Miller.
2. An alternative strategy is for faculty to provide a course both remotely and F2F to all students in the class and let the students know that you will be in class lecturing F2F at the designated time and they are free to attend the F2F lecture or view the lecture remotely, whichever is more comfortable for them given the circumstances. If you choose this approach, you must be clear in your syllabus about your attendance policy for remote students. In all cases, you must keep attendance for all students.

If you choose to permit remote attendance for students who are outside the CEA process, please email that information to Associate Dean Murphy by August 19th.

C. Professors teaching remotely while managing COVID-19 Exposure/Symptoms

[This link](#) contains the most up-to-date information about testing services on and off campus.

The protocols differ for vaccinated and unvaccinated people **and they may change as COVID-19 variants become better understood by physicians.** This option is only available if a faculty member is Covid-19 positive or has been symptomatic for Covid-19 or are otherwise covered by an accommodation.

As faculty follow these protocols, if they feel they can teach remotely **they may do so provided that you email Associate Dean Murphy and Registrar Holt as well as the students.** If faculty choose to teach remotely while ill or quarantined, they are asked to make every effort to do so during the regular teaching period and on the platform announced to students (e.g. Teams, Zoom). If faculty need to reschedule classes, they must contact the registrar. The protocols for people who are symptomatic or become aware that they are close contacts of someone who has tested positive for COVID-19 are:

If you are vaccinated and NOT SYMPTOMATIC:

- Fully vaccinated people **with no COVID-like symptoms DO NOT** need to quarantine but they should get tested 3-5 days after their COVID exposure –earlier if they develop any symptoms.
- Monitor for symptoms for 14 days following an exposure.

If you are vaccinated and SYMPTOMATIC:

- Fully vaccinated individuals who experience symptoms consistent with COVID-19 should isolate themselves from others, **be clinically evaluated and tested for COVID-19.**
- You need to self-isolate for a full 10 days if you test positive for COVID-19.

If you are UNVACCINATED OR PARTIALLY VACCINATED and exposed:

- You need to quarantine immediately and monitor for symptoms for 14 days. You can get tested 3-5 days post exposure and earlier if you develop any symptoms.
- You need to self-isolate for a full 10 days if you test positive for COVID-19.

If you develop symptoms for COVID-19 during the quarantine period or receive a positive COVID-19 test result, you must follow the instructions for a 10-day isolation. Instructions can be found on the university's COVID-19 guidance website in the [Testing, Reporting, Quarantine & Health Information](#) section. Please make sure to self-report if you were tested off campus.

If you need to quarantine due to close contact or isolate following a positive COVID-19 test result, your release from isolation or quarantine is based on current best practices, such as length of time, improving symptoms, and the guidance of health care providers and state health officials. Once you have completed your quarantine/isolation period, you are free to resume regular activities.

In some instances, a release from quarantine or isolation, may be required to return to various activities.

If you require a release from quarantine/isolation letter, you may contact ADH or the medical provider who conducted your test. You can also call the ADH COVID-19 Hotline at 1-800-803-7847.

D. Office Hours

1. Professors may choose to hold office hours remotely.
2. Professors should communicate their office hour times and location clearly in their syllabus.
3. Professors may also elect to meet with students outside.

E. Model Syllabus Language with respect to masks

Masks are required indoors until further notice. Classrooms do not guarantee physical distance and therefore, masks will be required in them. Students are asked to refrain from eating or drinking during class.

F. Model Syllabus Language with respect to vaccine positive messaging

The law school is providing notice under [A.C.A. § 20-7-143](#) that vaccines are not mandatory at the law school or at the University. **However, they are highly recommended.** Vaccine against COVID-19 will reduce the risk of severe illness and death. We care about your health and our collective health. As members of a learning community, if you are currently unvaccinated we urge you to have discussions with your medical provider or the medical professionals at Pat Walker Health Center regarding the medical data, evidence, and advice concerning vaccination.

G. Faculty Administrative Submissions for Fall 2021

1. All faculty and adjuncts should turn in their syllabi to Registrar Brooke Holt by August 27, 2021. Syllabi should include your attendance and recording distribution policy along with remote option.
2. For faculty who choose to use either Teams or Zoom for their remote option, it is that faculty's member's responsibility to set up and distribute the respective links. The IT will handle all the recording of lectures in Face-to-Face classes. Those will be available in Echo.
 - a. Zoom and Echo are integrated in Blackboard. Through that interface, faculty can directly upload your recorded lectures to your class.

b. You will find the option in the Tools tab in your Blackboard class.

3. Attendance sheets for face-to-face and remote learning students must be turned into the registrar once a week.

Faculty Policies Manual §2-902. Attendance.

(a) Regular and punctual attendance is an essential part of the learning process and is necessary to satisfy residence and class-hour requirements as conditions of graduation from the law school.

(b) Each faculty member shall have a formal attendance policy for each course offered that is consistent with the requirement of regular and punctual attendance. Specific attendance, preparation, and class participation requirements for a particular course (or portion of a course) shall be announced by the instructor at the beginning of the course (or relevant portion thereof).

(c) Failure to maintain attendance may be grounds for exclusion from the course or for the assignment of a failing grade in the course. Prompt and regular attendance, preparation, class participation, or lack thereof, may be considered by the individual faculty member in regard to grades.

(d) Each student's record of attendance may be used by the dean, individual faculty members, and law school committees when considering petitions for readmission, in counseling the student, and in making decisions regarding honors, awards, scholarships, financial aid, and similar matters. A student's record of attendance may also be referred to in letters of recommendation and responses to inquiries from bar examiners and committees, potential employers, etc.

April 21, 1988

Amended October 8, 2004