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| Name of Policy: Attendance Policy - Fall 2021 |
| Source: Academic Affairs                      |

**Policy and Procedures:**

To protect everyone's health and safety, KCAI is adopting a standardized attendance policy in order to accommodate students who are ill or are required to isolate or quarantine during the semester. This temporary policy relies on the honor and good faith of all college community members.

According to the new policy, when students are unable to attend class due to health concerns, they are asked to report the reason for their absence directly to their instructor. Instructors are asked to keep track of students' attendance in their classes and to trust their students when they say they are ill or in self-isolation or quarantine.

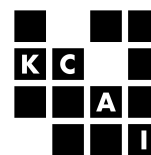
Instructors will record attendance for each class within 48 hours of the class meeting using their [My KCAI](#) portal. This will assist with contact tracing if a student or instructor tests positive for COVID-19.

To protect the health and safety of their classmates, students who are exhibiting symptoms of COVID-19—such as cough, fever, shortness of breath, muscle pain, headache, chills, sore throat, or loss of taste or smell—should not attend classes. The same holds true for those who have been in close contact with others who have symptoms, or who are engaging in self-isolation or quarantine at the direction of the campus Covid Management Team.

Students who miss a class or activity due to the above conditions will not be penalized for their absence and will not be asked to provide formal documentation from a healthcare provider. However, students who miss class or activity due to health reasons are responsible for contacting the instructor as soon as possible to find out what they have missed and how they can access the material presented in class that day and complete any assignments due during their absence.

Our hope is that students who are feeling ill will feel comfortable staying home to protect others. We don't want the need for documentation to become an extra burden or to discourage students from self-isolating or quarantining when they are experiencing symptoms.

If a student is unable to attend a class or course activity as described above, the student should take the following steps.



- Notify instructors in advance and via email of the absence or inability to participate, if possible.
- Email [covid@kcai.edu](mailto:covid@kcai.edu) to report symptoms and the need to be absent.
- Keep up with coursework, as much as possible.
- Participate in class activities and submit assignments electronically, to the extent possible and as directed by the instructor.
- Reach out to the instructor if illness will require late submission or other modifications to deadlines or work requirements.
- Work with their instructors to reschedule exams or presentations when it is necessary.

If remaining in a class and fulfilling the necessary requirements becomes impossible due to illness or other COVID-related circumstances, students should discuss other options with their instructor and Student Affairs staff.