

MEMORANDUM

TO: ECU Faculty

FROM: Virginia D. Hardy, PhD
Vice Chancellor, Student Affairs

Lynn M. Roeder, PhD
Associate Vice Chancellor
Dean of Students

DATE: August 2020

RE: Information Pertaining to Classroom/University Expectations - Students and COVID-19

The Office of Student Rights and Responsibilities (OSRR) has developed protocol to respond to violations of policies and procedures put in place to help keep pirate nation as safe as possible during a pandemic.

Below is information to assist you with responding to students who do not comply with [University Regulations on Face Coverings - Interim](#) and other classroom expectations.

Effective July 1, 2020 as outlined in the [Return of Pirate Nation](#) and the [University Regulation on Face Coverings - Interim](#), face coverings are required on campus, including the classroom and lab setting.

If a student comes to class without a face covering, we suggest you take the following steps:

1. Ask the student to put on a face covering.
2. If a student does not have a face covering, provide them with one or refer them to the closest location on campus to obtain one. Locations to obtain face coverings include: in most classrooms; the Welcome Desk in both student centers; or a student can purchase a face covering at either Dowdy Student Stores location.
3. If the student complies at step one or two, then the issue is resolved.
4. If the student's behavior is not in compliance within the classroom, then we suggest using the Disruptive Academic Behavior policy outlined in the ECU Faculty Manual as well as your best judgement based on the situation. In addition, we suggest you fill out a report with [OSRR](#).
 - If you ask the student to leave your classroom, explain that you will send a follow up communication to the student via email or virtually about the coursework covered in that day's class. This will help deescalate the situation.
 - Once a report is received, OSRR will respond to the behavior based on the nature of the report and the student's prior conduct history.
 - Minimum sanctioning guidelines for violations of the face covering policy can be found [on our website](#).

How to Report: Reports can be made through the [OSRR online reporting form](#). You will receive a copy of the report and a confirmation that the report was submitted.

Why Report: The student may be demonstrating the same behavior in other classes or venues. OSRR can help reiterate the University's expectations and consequences for violations.

When to Report: Intervening after the first incident is essential to addressing the behavior immediately and more effectively.

What to Report: The reporting form will walk you through a set of questions related to the incident.

Additional Resources:

- [Recommendations and potential syllabus language regarding face coverings, seating, and attendance](#)
- [Return of Pirate Nation](#)
- [How to Handle an Academic Disruption](#)
- [How to Contact OSRR](#)

If you need additional guidance, please contact the Office of Student Rights and Responsibilities.

We are all in this together. Stay safe!