



DIVISION OF  
**STUDENT AFFAIRS**  
**OFFICE OF STUDENT CONDUCT**

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To: Course Instructors for Fall 2021  
From: James Bond, Interim Director of Student Conduct  
Date: 8/13/21  
Re: Student Masking in Campus Classrooms

According to the University's COVID-19 compliance guidelines, any student with an approved COVID-19 vaccination exemption must wear a mask at all times while indoors and outdoors when around others. These students must also be tested twice each week for COVID-19 and must sign the University Health Center's Memorandum to Unvaccinated Individuals. Additionally, current County and University guidelines require all individuals to wear a mask indoors. Any student not abiding by these expectations may be in violation of the *Code of Student Conduct*, Part 10(e)(3): Failure to comply with a directive of University officials.

Based on the current University masking guidelines, our staff in the Office of Student Conduct encourage you to:

- **Include language in your syllabus** as well as on your course webpage on ELMS about masking expectations (suggested language is below). \*
- **Announce** masking requirements on the first day of class and repeat it as you think is necessary.
- Clearly articulate the consequences should students choose not to abide by these expectations (1st time-documented warning, 2nd time-referral to the Office of Student Conduct).

If you notice a student not wearing a mask over both nose and mouth, please instruct them to do so, issue them a verbal reminder and warning, make note of that, and follow up with the student in an email. If you have to remind the student again either that day or on subsequent days, then we recommend that you refer them to the Office of Student Conduct [using this form](#). Referring students after they have been given a first warning is crucial to track issues and maintain a consistent level of enforcement of these requirements.

A student who questions your directive should be reminded that masking is a University requirement, and that they are not permitted to remain in the classroom (or building) should they refuse to follow this expectation. As the instructor, the classroom is your space to ensure an optimal environment for learning. It is within your discretion to:

- Ask that student to leave the classroom, and then wait until they do so before continuing with class.
- If not the day of a major assessment, cancel that class for the day, and document this disruption in a referral to the Office of Student Conduct.
- Only in the most extreme cases of disruption should the University Police be called to assist. Informing the student that the University Police will be notified prior to calling is recommended.

Advise the student that causing a disruption may be considered an additional violation of the *Code of Student Conduct* and can also be referred to the Office of Student Conduct. It is important to do so soon after the incident.

Please [review these guidelines](#) regarding classroom management and contact the Office of Student Conduct if you have any questions about this process.

*\*Suggested language for syllabus: President Pines [provided clear expectations](#) to the University about the wearing of masks for unvaccinated students. Face coverings over the nose and mouth are required while you are indoors at all times. There are no exceptions. Students not wearing a mask will be given a warning and asked to wear one, or will be asked to leave the classroom immediately. Students who have additional issues with the mask expectation after a first warning will be referred to the Office of Student Conduct for failure to comply with a directive of University officials.*