Syllabus

<mark>*(UPDATED – 08-24-2021)*</mark>

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Office Hours:	By appointment
Class Schedule:	Tuesdays, 5:30 p.m. to 8:15 p.m., Online via Zoom

MPAD 6330: Program Evaluation for the Public & Nonprofit Sector

This course is designed to give students a comprehensive overview of the theory, concepts, methods, and tools of program evaluation. In addition to providing an overview of various types and uses of program evaluation, the course will emphasize building expertise in evaluation design, developing process and outcome measures, analyzing data, and reporting results. The course will also address the use of evaluation tools to support the development and management of programs.

MPA and Certificate students, please be aware:

- Students planning to graduate in December must apply for graduation by September 22, 2021.
- Students need to have a GPA of 3.00 to graduate. Students must be enrolled in the semester or summer term in which they expect to graduate.
- Students who receive 3 C's or 1 U are automatically suspended from the university. If this happens, the MPA and certificate programs will not reinstate you.
- The last day to withdraw from a single class is October 22, 2021.
- Be sure to check your UNCC email regularly for notices distributed on the student list-serve, and additional information about the program requirements are provided the website: http://mpa.uncc.edu/

Zoom

We will meet online synchronously (Tuesdays, 5:30 PM to 8:15 PM). The Zoom Links are:

- https://uncc.zoom.us/j/91501085765?pwd=T2JqaE01UGVrL2VWSFQ4QmlCd3YyZz09
  Meeting ID: 915 0108 5765   Passcode: MPAD6330

- If necessary, dial by your location: +1 312 626 6799 US (Chicago); +1 929 205 6099 US (New York); +1 301 715 8592 US (Washington DC); +1 346 248 7799 US (Houston); +1 669 900 6833 US (San Jose); +1 253 215 8782 US (Tacoma); Meeting ID: 915 0108 5765 Passcode: 35241716

Textbooks

There is one required textbook:
- Newcomer, K. E., Hatry, H. P. & Wholey, J. S. (2015). *Handbook of practical program evaluation* (4th Edition). San Francisco, CA: Jossey Bass.

APA

Students must also access the following style manual to ensure that all written work accurately corresponds to APA Style when needed:

- American Psychological Association (2020). Publication manual of the American Psychological Association. Washington, D.C. (7th Edition).

Additional Required Readings, Resources, and Narrated Lectures

Students will need to access additional readings, resources, and narrated lectures Canvas as noted on the syllabus.

Learning Outcomes and Competencies

At the end of this class, students should be able to understand the differences between the different types of evaluation, and make appropriate choices relating to data collection and data analysis. Students should also understand the complexities associated with designing, implementing, and managing evaluation projects, as well as contracting for evaluation. With respect to skills, students should be able to: create a logic model; analyze qualitative data and quantitative data; write an evaluation report; assess the quality of an evaluation and an evaluation report; and design an evaluation.

Learning Outcomes	NASPAA Competencies	Assignments
Core Knowledge - knowledge and understanding of different types of evaluation, evaluation design, implementation, and management	4) To articulate and apply a public service perspective	Assignments Discussion Midterm Exam Final Exam
Applied Critical Thinking - the ability to analyze and understand evaluation data	1) To lead and manage public governance 4) To articulate and apply a public service perspective	Discussion Assignments Midterm Exam Final Exam
Research Ability - the ability to find evaluation research, and to read, analyze, and understand evaluation research at a basic technical level.	3) To analyze, synthesize, think critically, solve problems and make decisions	Discussion Assignments Midterm Exam Final Exam
Communications Skills - the ability to present evaluation information to others in both professional and informal environments in an effective manner, whether in written, verbal, or other formats.	2) participate and contribute to the public policy process 5) To communicate and interact productively with a diverse and changing workforce and citizenry	Discussion Assignments Midterm Exam Final Exam

Format

Even though we are online, this course is still a graduate seminar. Class sessions are based upon the assigned readings and we will discuss them. Each member of the seminar is expected to come to class prepared, having done the readings, engage fully in class discussions, and participate in class activities. Each member of the seminar

brings ideas, insights, and a unique perspective – all of which contributes to the dialogue and learning experience. So, please come to class willing to share your thoughts and ideas, and please be respectful and responsive to others. Attendance and participation will be considered in overall evaluations of performance. ***Missing more than 3 classes will automatically result in an Unsatisfactory Grade (U).***

Grades

As noted in the UNCC Graduate Handbook, letters are used to designate the quality of student academic achievement: A Commendable (4.0); B Satisfactory (3.0); C Marginal (2.0); U Unsatisfactory (0.0). Grades will be assigned as follows: 90.00 to 100 = A; 80.00 to 89.99 = B; 70.00 to 79.99 = C; below 70.00 = U. ***Please note: I will not round your grade up or down.***

Resources for Students

UNC Charlotte offers a number of services and supports to its students, including: the Center for Graduate Life, the Writing Resources Center, a Counseling Center, a Career Center, and many others. Students are encouraged to utilize these resources, as needed, and may access additional information about these services and supports on the university website (www.uncc.edu). Of particular interest and importance:

- The Center for Graduate Life offers an array of very useful workshops and resources for graduate students. See: http://gradlife.uncc.edu/

- The Writing Resources Center (WRC) offers a variety of free services and materials to help students to become more effective writers, including: one-on-one writing tutorials; in-class presentations; online research assistance; peer revision groups; online writing tutorials; and a print library of writing resources. Students are strongly encouraged to utilize the Writing Resources Center, as needed. See: http://wrc.uncc.edu/

- The Library offers a variety of services for students, including assistance with research, reference, inter-library loan services and presentation support. The library also has a librarian dedicated to helping students in the Social Sciences: Amanda Binder, 704-687-1771, abinder3@uncc.edu.

- The University Career Center for Work, Service and Internships also provides a variety of services to help students prepare for their careers and participate in experiential learning. See: http://career.uncc.edu/

- The Counseling Center offers individual counseling, group counseling, couples counseling, and consultative services at no charge to students. Students come to counseling to get help for a variety of concerns, including anxiety, symptoms of depression, and relationship issues. To make an initial appointment with a counselor, call 704-687-0311 or stop by the center at 158 Atkins. This first session will help you assess your needs with a counselor and make a plan for how best to address your concerns. The Counseling Center also offers outreach programs including prevention, awareness, and education about mental health treatment: http://counselingcenter.uncc.edu/counseling-and-consultation-services

- UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office at Fretwell 230.

A Note about Deadlines

If you are having an issue that is affecting your ability to meet a course deadline, please reach out to me to schedule a time for a phone call or Zoom meeting to discuss and make alternate plans (if possible). While the expectation is that everyone will adhere to schedule of deadlines, I do recognize that things can come up during the course of a semester.

Additionally, the course is intentionally designed so that a majority of the points are awarded toward the end of the semester (e.g., evaluation project, class project, and final exam). The content of the course is fairly technical. Thus, it is expected that students will need time to learn key concepts and develop new skills. Students will have an opportunity to submit drafts of their project materials and make improvements, so that the final submissions are the best they can be.

A Note about Supplemental Materials on Canvas

Typically, I will post quite a bit of content on Canvas for each week under the heading of "Supplemental Materials." Items posted here are for your added benefit (They are NOT required readings). Items might include additional content, additional resources, or sources to material I think you might be interested in, or they might be sources for material I cover in class (in case you want to see the original source or learn more about what I have discussed). If you have questions or concerns about something we covered in class, or if you are looking for information, this is always a good place to start. My hope is that some of you will find these materials to be helpful.

Communication

By virtue of registering for this course, all students will have access to the Internet and an email account. Please check your UNCC email account regularly, as well as the Canvas website. During the semester, if you have questions or concerns about anything, please do not hesitate to contact me – just send me an email, give me a phone call, and I will get back to you as soon as I can. However, due to FERPA (the Family Educational Rights and Privacy Act), you need to make an appointment for us to have a meeting if you would like to discuss or inquire about your grades or feedback on your progress. Finally, in the event that you will not be attending the class session, please send me an email or leave me a text message beforehand so that I don't keep the class waiting.

Some Journals & Periodicals

- ♦ American Journal of Evaluation
- ♦ Canadian Journal of Evaluation
- ♦ Evaluation
- ♦ Evaluation Review
- ♦ Evaluation and Education
- ♦ Evaluation and the Health Professions.
- ♦ Evaluation and Program Planning
- ♦ Journal of Social Services Research
- ♦ New Directions for Evaluation
- ♦ Social Services Review

Some Websites

- ♦ American Evaluation Association http://eval.org
- ♦ Brookings Institution: http://www.brookings.edu
- ♦ Canadian Evaluation Society: http://www.evaluationcanada.ca/
- ♦ Evaluation Center at Western Michigan University: http://www.wmich.edu/evalctr/
- ♦ Evaluation Exchange at Harvard Family Research Project: http://www.gse.harvard.edu/hfrp/eval.html
- ♦ U.S. GAO: http://ww.gao.gov
- ♦ Grantmakers for Effective Organizations http://www.geofunders.org/
- ♦ Online Evaluation Resource Library: http://oerl.sri.com/
- ♦ Resources for Methods in Evaluation & Social Research http://gsociology.icaap.org/methods/
- ♦ United Way Store, United Way Program Materials, Measuring Program Outcomes: http://www.unitedwaystore.com
- ♦ Urban Institute: http://www.urban.org

Assignments

Individual Assignments (30%)

1 – Worksheet 1 - Evaluation Approaches (1%)
2 – Worksheet 2 - Logic Model Elements (1%)
3 – Worksheet 3 - Implementation (1%)
4 – Worksheet 4 - Evaluation Design (1%)
5 – Worksheet 5 - Data Interpretation (1%)
6 - Evaluation Design Project (25%)

Team Assignments (30%)

1 – Survey Questionnaire Critique (1%)
2 – Photovoice Example or Other Evaluation Example (2%)
3 – Evaluation Reports – Critique and Comparison (5%)
4 – Ethics Scenario Discussion (2%)
5 – Class Project (20%)

Exams (40%)

1 – Midterm Exam (20%)
2 – Final Exam (20%)

CLASS SCHEDULE[1]

Week	Date	Topic/Content	Asynchronous Lecture	Textbook Readings	Other Required Readings (posted on Canvas)	Assignment Due	Points
Part I: Evaluation Models and Design							
1	Aug. 24th	Introduction to Evaluation	Theorists	Chpt 30	Carman, Fredericks & Introcaso (2008); Thomas (2016)	------	0
2	Aug 31st	Evaluation Planning and Approaches	Evaluation in Action: Housing First	Chpt 1, 4	------	------	0
3	Sept. 7th	Theory of Change and Logic Models	Evaluation in Action: Creating a Logic Model	Chpt 3	Mackinnon, A., Amott, N., & McGarvey, C. (2006)	Worksheet 1: Evaluation Approaches	1
4	Sept. 14th	Process Evaluation, Performance Measurement, Appreciative Inquiry and Class Project Introductory Meeting	Watch Video: Appreciative Inquiry	Chpt 2, 5	Annie E. Casey Foundation (2002)	Worksheet 2: Logic Model Elements	1
5	Sept. 21st	Evaluation and Research Design	Reliability and Validity	Chpt 6, 7	------	Worksheet 3: Implementation	1
6	Sept. 28th	Midterm Exam	------	------	------	Exam 1: Midterm Exam	20
	Oct. 3rd					Evaluation Design Outline & Logic Model Draft	0
Part II: Data Collection and Analysis							
7	Oct. 5th	Surveys and Quantitative Data	Measurement	Chpt 13, 14, 23	------	Worksheet 4: Evaluation Design	1
8	Oct. 12th	Fall break – no class			------		
9	Oct. 19th	Focus Groups and Qualitative Data	Coding Qualitative Data	Chpt 19, 20, 22	------	Team Assignment 1: Survey Questionnaire Critique	1
						Worksheet 5: Data Interpretation	1
10	Oct. 26th	Report Writing and Presenting Data Evaluation Report – Presentations and	Report Writing: Making a Splash!	Chpt 8, 21, 27	------	Team Assignment 2: Evaluation Reports - Critique and Comparison	5

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[1] In order to keep the syllabus brief, complete citation information does not appear on appear on the syllabus for most of the readings.

		Class Project Check-In Meeting					

Week	Date	Topic/Content	Asynchronous Lecture	Textbook Readings	Other Required Readings (posted on Canvas)	Assignment Due	Points
11	Nov. 2nd	More on Data Collection and Data Analysis	Evaluation in Action: Multi-Site Evaluations	Chpt 10, 17	Scheirer, M. (2000)	Team Assignment 3: PhotoVoice or Other Evaluation Example Evaluation Design	2
	Nov. 3rd					Evaluation Design (Project Draft)	0
Part III: Using Evaluation							
12	Nov. 9th	Contracts and Ethics	Creating a Budget	Chpt 12, 26, 29	AEA Guiding Principles - http://www.eval.org/Publications/GuidingPrinciplesPrinatable.asp	Team Assignment 4: Ethics Scenario Discussion	2
13	Nov. 16th	Evaluation Capacity Building and Use	Creating a Workplan	------	Alaimo (2008); Hoole & Patterson (2008); Taylor-Powell & Boyd (2008)	------	0
14	Nov. 23rd	Evaluation and Accountability	------	------	Hendricks, Plantz, and Pritchard (2008); Carman (2009); Owczarzak, Broaddus & Pinkerton (2016)	Evaluation Design Project (Final Submission)	25
15	Nov. 30th	Class Project – Dry Run Presentation	------	Chpt 31	------		
16	Dec. 7th	Class Project – Final Presentation	------	------	------	Team Assignment 5: Class Project	20
17	Dec. 14th	Final Exam	------	------	------	Exam 2: Final Exam	20

Important Dates

August 11, 2021	Payment Due Date/Cancellation for non-payment * Payment Info
August 16, 2021	Academic Year Begins
August 22, 2021	New Student Convocation
August 23, 2021	First day of classes
August 28, 2021	Saturday classes begin
August 30, 2021	Last day to change Grade Type (P/NC or Audit)
August 30, 2021	Last day to add, drop a course with no grade* @ 11:59 pm
August 31, 2021	Second Cancellation for Non-payment Payment Info
September 02, 2021	Grade Replacement auto selection process run Policy Info.
September 03, 2021	Census date for Fall Enrollment
September 04, 2021	No Saturday Classes
September 06, 2021	Labor Day - University Closed
September 17, 2021	Early Alert Deadline
September 22, 2021	Deadline to apply for December 2021 Graduation*
September 23, 2021	Founder's Day - No Classes
September 30, 2021	Unsatisfactory web Mid-Term Grading access available for Fall 2021
October 04, 2021	Spring 2022 Schedule of Classes available on the web
October 04, 2021	Student registration appointment times available on the web
October 05, 2021	Master's Thesis Proposal Defense Deadline for December 2021 Graduation
October 11-12, 2021	Student Recess - No Classes
October 15, 2021	Unsatisfactory Mid-term Grades due for Fall 2021 by noon
October 21, 2021	Unsatisfactory Mid-Term Grade notices emailed to students for Fall 2021
October 22, 2021	Last day to withdraw from course(s); grade subject to Withdrawal Policy*
October 22, 2021	Last day to Change or Opt-Out of Grade Replacement Policy Info.
November 01, 2021	Registration for Spring 2022 begins* Registration Info.
November 13, 2021	Optional Reschedule Date for Possible Interruptions
November 15, 2021	Doctoral Dissertation Defense Deadline
November 22, 2021	Last day to submit doctoral dissertations for December 2021 graduation
November 24 - 27, 2021	Thanksgiving Break - No Classes
November 25- 26, 2021	Thanksgiving Break - University Closed
November 29, 2021	Faculty Final web grading access available
December 08, 2021	Last day of classes
December 09, 2021	Reading Day
December 10- 11, 2021	Final Examinations
December 11, 2021	Final Examinations for Saturday classes
December 13, 2021	Master's Thesis Defense Deadline
December 13- 16, 2021	Final Examinations Continued
December 16, 2021	Last day to submit Master's Thesis for December 2021 graduation
December 17, 2021	Summer 2022 Schedule of Classes Available on the web
December 17, 2021	Commencement
December 18, 2021	Commencement
December 20, 2021	Final Grades due by noon
December 22, 2021	Fall 2021 Probation/Suspension notifications sent to students

Classroom Expectations
This syllabus contains the policies and expectations I have established for MPAD 6330. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

Changes to the Syllabus
The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be posted on the Canvas website.

Classroom Conduct
I will conduct this class in an atmosphere of mutual respect. I encourage your active participation in class discussions. Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including mine, is similarly welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. You should expect that if your conduct during class discussions seriously disrupts the atmosphere of mutual respect I expect in this class, you will not be permitted to participate further.

Credit Hours
This 3-credit course requires 2.5 hours of classroom or direct faculty instruction and 5 hours of out-of-class student work each week for approximately 15 weeks. Out-of-class work may include but is not limited to reading, library and internet research, asynchronous lectures, written assignments, team and class projects, and studying for exams.

Non-discrimination in the Classroom
All students and the instructor are expected to engage with each other respectfully.   Unwelcome conduct directed toward another person based upon that person's actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.

Preferred Gender Pronoun
This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is indicated on the class roster, please let me know. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me.

Academic Integrity Violations, Including Plagiarism
All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Definitions and examples of plagiarism are set forth in the Code and on the Student Conduct and Academic Integrity website**.** The Code is available from the Dean of Students Office or online at legal.uncc.edu/policies/up-407. Additional resources are available on the Student Conduct and Academic Integrity website.

University policy on Withdrawals
Students are expected to complete all courses for which they are registered at the close of the add/drop period. If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. It is important for you to understand the financial and academic consequences that may result from course withdrawal.

Students Rights and Responsibilities in Obtaining Disability Accommodations

Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations.

Title IX reporting expectations re: incidents of sexual harassment, sexual assault, dating violence, domestic violence, or stalking

UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with civil protective orders, and more.

Please be aware that all UNC Charlotte employees, including faculty members, are expected to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I am expected to report the information to the Title IX Coordinator. Although I am expected to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center (counselingcenter.uncc.edu, 7-0311); or (2) Student Health Center (studenthealth.uncc.edu, 7-7400). Additional information about your options is also available at titleix.uncc.edu under the "Students" tab.

Mental Health Services
It is common for college students to experience challenges that may interfere with academic success such as academic stress, sleep problems, juggling responsibilities, life events, relationship concerns, or feelings of anxiety, hopelessness, or depression. If you or a friend is struggling, we strongly encourage you to seek support. Helpful, effective resources are available on campus at no additional cost.
- Visit the Counseling and Psychological Services website at caps.uncc.edu for information about the broad range of confidential on-campus mental health services, online health assessments, hours, and additional information.
- Call CAPS at (704) 687-0311 if interested in scheduling an appointment with a counselor. After-hours crisis support is also available through this phone number.

Copyright
My lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. I am the exclusive owner of copyright in those materials I create. I encourage you to take notes and make copies of course materials for your own educational use. However, you may not, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials publicly without my express written consent. This includes providing materials to commercial course material suppliers such as CourseHero and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor's course materials may be in violation of University Policy 406, The Code of Student Responsibility. Similarly, you own copyright in your original papers and exam essays. If I am interested in posting your answers or papers on the course web site, I will request your written permission.

Sexual Harassment
All students are required to abide by the UNC Charlotte Sexual Harassment Policy and the policy on Responsible Use of University Computing and Electronic Communication Resources. Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

Neutral Video Backgrounds

Video backgrounds must be neutral, and cameras should be positioned in a manner that prevents the introduction of distracting objects, messages, symbols, or other people. Alternatively, students may choose to blur their background, utilize one of the default Zoom virtual backgrounds, or use one of the UNC Charlotte branded backgrounds. Students who do not abide by this policy will be removed from the Zoom session [and counted absent or receive a reduction in their participation grade] and will be referred for potential disciplinary action under the Code of Student Responsibility.

Recording in the Classroom
Electronic video, image capture, and/or audio recording is not permitted during class, whether conducted in person or online, unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

Analytics on Canvas
This course uses Canvas, which provides the instructor with analytics and data on student engagement with the Canvas page, including page views, participation, submissions, timeliness, etc. I will be monitoring student activities on Canvas to ensure successful engagement and participation in the course. If I notice that a student's activities on Canvas indicate issues with pedagogically appropriate engagement, I may reach out to the student to discuss improving course engagement and participation.

FERPA Notification
In establishing University Policy 402, Student Education Records, UNC Charlotte adheres to a policy of compliance with the Family Educational Rights and Privacy Act of 1974, also known as FERPA, a federal law that affords students the following rights with respect to their education records. For details, see the FERPA Annual Notification posted on the Office of Legal Affairs website. All questions concerning this FERPA Annual Notification may be directed to the attention of the Office of the Registrar.

Food Insecurity
Food insecurity is defined by the USDA as "a lack of access to enough food for an active, healthy life." Food insecure categories include: reduced caloric intake, reduced food quality, lack of variety in diet, disrupted eating patterns, and hunger. Research shows that college students experience food insecurity at higher rates than the American household rate, and that food insecurity can negatively impact academic performance and persistence. In recognition of this problem, UNC Charlotte offers assistance to students facing food insecurity through an on- campus food pantry. The Jamil Niner Student Pantry (JNSP) is located on the east edge of campus at 1224 John Kirk Road. It has regular hours which may change from semester to semester; please see the website at https://ninerpantry.uncc.edu/ for schedule and details on its services, as well as resources about hunger and food insecurity among college students.

Absences and COVID-19

Students are encouraged to work directly with their instructors regarding their absence(s). For absences related to COVID-19, please adhere to the following:

- **Complete your Niner Health Check** each morning.
- **Do not come to class if you are sick**. Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.
- **If you are sick**: If you test positive or are evaluated by a healthcare provider for symptoms of COVID-19, indicate so on your Niner Health Check to alert the University. Submit a copy of your Niner Health Check notification email to your instructors. Upon learning that you have tested positive or have been diagnosed for symptoms of COVID-19, either from your reporting or from Student health Center testing or diagnosis, representatives from Emergency Management and/or the Student Health Center will follow up with you, and your instructors will be notified of the need for accommodations, as necessary.
- **If you have been exposed** to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, indicate so on your Niner Health Check to alert the University. Representatives from Emergency

Management and/or the Student Health Center will follow up with you as necessary. Submit a copy of your Niner Health Check notification email to your instructors. If you need any additional support verifying your absence after you have communicated with your professors, contact Student Assistance and Support Services.

To return to class after being absent due to a period of **self-quarantine**, students should submit a copy of their Niner Health Check clearance email to their instructor(s). To return to class after being absent due to a COVID-19 **diagnosis**, students should submit an online request form to Student Assistance and Support Services (SASS). Supporting documentation can be attached directly to the request form and should be from a student's health care provider or the Student Health Center, clearly indicating the dates of absences and the date the student is able to return to class. Instructors will be notified of such absences.

If you are absent from class as a result of a COVID-19 diagnosis or quarantine, I will work with you to develop a plan so you can continue to make progress in the course The final decision for approval of all absences and missed work is determined by the instructor.