



Lincoln Memorial University Duncan School of Law

Policies for Facilities & Programming

Fall 2021

LMU Law will continue to adhere to LMU's university-wide policies to mitigate the risk of COVID-19 on LMU campuses. Those policies are available at <https://www.lmunet.edu/covid.php>. The supplemental policies set forth below are specific to the programming and facilities of LMU Law.

Attendance. Students requesting a blanket exemption allowing them to attend all classes remotely instead of in person must seek permission to do so from the Associate Dean for Academic Affairs. Such an exemption will be available in limited circumstances if the student demonstrates a significant risk of severe illness from COVID-19 on the part of the student or a household member. In determining whether to grant the exemption, the Associate Dean for Academic Affairs may require appropriate documentation and will consider all relevant circumstances, including the availability of measures to mitigate the risk of severe illness and the risk of transmission to household members. Students seeking an exemption from in-person attendance should contact the Office of the Associate Dean for Academic Affairs at LMU Law by emailing Kathy Baughman at Kathy.Baughman@lmunet.edu.

Alternative Methods of Attendance & Excused Absences. An alternative method of attendance is permitted when a student is prohibited from attending class by any provision of these policies, including when a student must refrain from travelling to the school upon testing positive for COVID-19. A professor may award attendance when a student is unable to attend a class session in person if the student satisfies all conditions specified by the professor to make up for the missed class session, such as watching a recording of the missed class session and completing any other task required by the professor. Professors awarding attendance in this manner must ensure that they require students to meet conditions that are an adequate substitute for the in-person class experience.

The Associate Dean for Academic Affairs retains the exclusive authority to excuse absences. When alternative methods of attendance are not feasible because of health or other reasons, the Associate Dean for Academic Affairs will determine whether to

excuse absences or grant a leave of absence pursuant to the relevant provisions of the LMU Law Student Handbook.

Notification of COVID-19 Infection and Exposure. Any LMU employee or student must advise the Office of the Dean (for employees)¹ or the Office of the Associate Dean for Academic Affairs (for students)² if the employee or student **tests positive** for COVID-19. If a student or employee is not vaccinated and has not been infected with COVID-19 within 90 days, notification must be provided if the student or employee experiences COVID-19 **symptoms** or is **exposed** to someone who has tested positive for COVID-19.

In addition, any employee or student who tests positive for COVID-19 must give the Dean (for employees), the Associate Dean for Academic Affairs (for students), or other designated contact-tracing personnel a list of all members of the law school community who were exposed to the employee or the student within 48 hours of the diagnosis.

Upon being informed that someone in the law school community has tested positive for COVID-19, the administration will follow LMU Department Level Protocol for COVID-19 the Response Plan set forth in the LMU COVID-19 Plan issued by the University.

Return to Campus. Employees and students who have **tested positive** for COVID-19 must comply with the COVID-19 Employee/Student Leave Policy, available at <https://www.lmunet.edu/covid.php>. Depending on vaccination status and prior history of infection with COVID-19, an employee or student may also be subject to the Employee/Student Leave Policy based on **symptoms** of COVID-19 or **exposure** to someone infected with COVID-19.

Employees and students who are required to quarantine pursuant to the COVID-19 Employee/Student Leave Policy must receive approval from the Dean (for employees) or Associate Dean for Academic Affairs (for students) before returning to campus. Any employee or student who is subject to quarantine or otherwise prohibited from coming to campus under any provision of these policies or University policies must also refrain from contact with members of the law school community off campus unless such contact is unavoidable.³

¹ Please send an email to both Dean Lyon (Matthew.Lyon@lmunet.edu) and Melissa Van Kirk (Melissa.Vankirk@lmunet.edu).

² Please send an email to both Associate Dean for Academic Affairs William Gill (William.Gill@lmunet.edu) and Kathy Baughman (Kathy.Baughman@lmunet.edu).

³ An example of unavoidable contact would be students who share the same residence.

Masks. Consistent with university-wide policies, masks are not required for those who are fully vaccinated. Individuals who are not vaccinated are encouraged to wear a mask. All members of the LMU Law community may voluntarily wear a mask at any time, including while attending class. Faculty members may require students and others to wear a mask in the faculty member's office.

Assigned Seating. Professors will be responsible for developing a seating arrangement in each class to facilitate contact tracing. At the professor's discretion, a seating arrangement may be based on where the student sits during the first day of class or any other method, but students should expect to use the same seat for the entire semester.

Office Hours. Professors may hold office hours in person or in a virtual format, at specified times or by appointment. At each faculty member's discretion, students may be required to wear a mask in a professor's office or to meet with the professor in a virtual format.

Enforcement of Policies. A violation by a student of the policies set forth in this document may result in disciplinary measures in accordance with the Student Conduct Code of Honor set forth in the LMU Law Student Handbook. When a student commits an inadvertent violation, a reminder or warning will be the presumptive measure of enforcement. Repeated violations by the same student or violations based on conduct that is performed intentionally, knowingly, or recklessly will presumptively result in the initiation of disciplinary proceedings under the Student Conduct Code. When warranted or required by the Student Conduct Code, reports of violations may be made to the Assistant Dean of Student and Career Services or the Chair of the Student Conduct Committee. In addition, professors may enforce health and safety requirements in their classes.

A violation by an LMU employee may be reported to the employee's supervisor and will be handled pursuant to the LMU Employee Handbook.

Modification of Policies. The LMU Law administration retains the authority and discretion to modify these policies. When warranted by changed circumstances, the LMU Administration may restrict access to the building, modify classes to be delivered in an online or hybrid format, or take other appropriate measures. Everyone in the law school community will be notified as soon as practicable of any modification of these policies.