

Subject: Week 9 Instructor Letter

Dear Autumn Quarter Instructors,

Now that we are in week 9, we want to express our appreciation for all of the hard work that you and your teaching staff have done and continue to do this quarter. We are hearing loud and clear how much students appreciate opportunities to connect face to face with faculty, instructors, graduate student TAs, and peers in a classroom environment. Thanks to the efforts of the entire Stanford community, classrooms have remained extremely low risk environments for COVID transmission with no documented cases, to date, of spread in the classroom.

As the quarter winds down we have a few important messages to share.

Administering exams to students with red Health Check badges: Students with a red badge are not permitted to attend in person exams. In some cases, however, students who are in isolation or quarantine may be well enough to sit for an exam. Instructors may, but are not obligated to offer students with a Red Health Check Badge the option to take an exam remotely at the same time as the in-person exam. The [Board on Judicial Affairs](#) has provided the following guidance:

In-person exams may be administered simultaneously to students with a red HealthCheck badge using the same instructions as in-person exams. If an in-person exam is open-resource, so is the exam completed by the student with a red HealthCheck badge. If an in-person exam is closed-book, the exam taken by the student with a red HealthCheck badge will also be closed-book.

Incompletes: Some students in your course may request an Incomplete due to illness or other reasons. As noted in the [Incomplete Grades](#) policy, students must request the Incomplete by the last class meeting. Instructors have discretion as to whether to grant the incomplete and any terms for completion of remaining coursework. A grade of Incomplete is appropriate only when a student has satisfactorily completed a substantial portion of the coursework.

Some of you may also encounter students struggling with for other reasons. Student Affairs has recently updated the [Red Folder](#) tool and we urge you to visit this resource for tips on how to:

- identify signs of student distress
- more safely and comfortably have conversations with students about what you are observing
- connect students to appropriate mental health and well-being resources on campus

Thanksgiving travel: Effective Nov 27th, there are [new policies](#) in effect for return from travel.

- **International travel:** vaccinated travellers returning from international travel must test on Day 0 (immediately upon return) and Day 5. They may not return to the classroom or other shared teaching spaces until they receive a Day 0 negative test.
- **Domestic travel:** there are no restrictions for vaccinated travellers returning from domestic travel. We do recommend that domestic travellers test immediately on return (Day 0) so that we can continue to maintain campus as a low-risk environment.

Information for unvaccinated individuals returning from travel can be found on the [travel policy page](#).

You may see more class absences than usual early in the week following Thanksgiving depending on when students take their Day 0 tests. Because students were notified in advance that there will be no mandated special accommodations for class absences as a result of Thanksgiving travel, instructors

should treat this as they would any other student travel-related absence. Student housing is open over Thanksgiving and any student who wishes to stay on campus will be able to do so.

Thank you all for your hard work. We are deeply appreciative.

Sarah, Mary Beth, and Suzi

Sarah Church - Freeman-Thornton Vice Provost for Undergraduate Education

Mary Beth Mudgett - Senior Associate Dean for Educational Initiatives, H&S

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Links to additional resources:

- The [Teach Anywhere](#) website offers guidance on safety in the classroom; a rule of thumb is to design course materials so they can be shared easily with students if the need arises.
- The [Center for Teaching and Learning](#) is available for [consultations](#).
- The [Teaching Commons](#) website is a central source of information and resources on teaching and pedagogy.
- [Learning Technology & Spaces](#) can help with questions about teaching technologies and classroom spaces. Loans for voice amplification can be found [here](#).