**Exception Request to Offer In-Person Instruction, Educational Experience,   
or Extracurricular Activity**

***Washington State University (WSU), Pullman Campus***

The WSU Pullman campus will offer a combination of remote and in-person instruction for the Spring 2021 semester. Current statewide guidelines limit gatherings to no more than 10 people for Washington counties in Phase 3 though higher education may exceed this cap in limited situations. In particular, certain experiential learning opportunities may not have effective online analogs.

Instructors who believe their course or activity falls into this category may use this form to request an exception to the remote instruction policy and permission to offer some or all of the experience in-person.

Below please provide detailed answers to the questions. **This request must be forwarded to the respective chair/director and the dean for signatures. Electronic signatures are acceptable. The completed, signed form should be forwarded to** [**parkscd@wsu.edu**](mailto:parkscd@wsu.edu)**.** The provost and executive vice president, in consultation with a review committee, will evaluate the request and inform the dean of the decision.

**Date of submission:**

**Prefix, course number, and name of class:**

**Type of class or activity *(lecture, lab, studio, ensemble, demonstration)*:**

**Department:**

**Is this course or activity required for graduation?**

**Instructor of record with title:**

**Enrollment cap:**

**Provide a brief explanation of the course/activity focus and objectives and how it is taught. List all of the student learning outcomes associated with the course/activity.**

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**Identify the student learning outcomes that would be negatively impacted if this course/activity were offered remotely, and for each explain why the outcome cannot be met through remote instruction.**

**Are you requesting a fully face to face instructional setting, or a hybrid? Please describe in as much detail as possible.**

**List any special equipment and facilities that are needed to meet the learning outcomes for the course/activity. If none, write “None.”**

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**All in-person educational experiences must fully comply with the campus** [**Classroom and Teaching Lab Guidelines**](https://provost.wsu.edu/documents/2020/07/classroom-and-teaching-labs-distancing-and-disinfection-plan.pdf/) **. Complete the checklist below to indicate intended compliance.**

I have completed the “Safe Return to Work” and “Disinfecting the Workplace” training videos.

I will submit a daily attestation before I arrive each day that I come to campus.

I will wear a mask or cloth face covering when I am not working alone.

I understand that I must immediately leave the instructional space if I begin feeling sick.

I have reviewed and will follow the site management plan assigned to me as the COVID-19 Site Supervisor.

I know how to verify that a student has submitted a daily attestation.

**In-person classes must have a plan to accommodate students who become sick during the semester and miss multiple class days. The plan must include a strategy for allowing students to make up missed assignments and exams without penalty. Describe the plan for this course. If this is an activity, explain how a sick student will be provided with a comparable experience. To assist you with planning, Academic Outreach and Innovation provides a** [**Toolkit for moving in-person instruction to remote format**](https://li.wsu.edu/teaching-tool-boxes/emergency-tool-kit-for-extended-distance-delivery/distance-delivery-for-faculty/) **.**

**Signatures *(electronic signatures are permitted)***

**Instructor of Record:**

**Department Chair/School Director:**

**Dean:**

**After completion of the form and with the respective dean’s signature, the form should be submitted to** [**parkscd@wsu.edu**](mailto:parkscd@wsu.edu)**.**