**Request to Continue 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 are offering a course that was approved for an in-person instruction component during the Fall 2020 semester may use this form to request continuation of the approval. The course must either have the same number as the Fall course or be a clear continuation of the Fall course (e.g., Calculus II).

Please provide the information below. **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:**

**Instructor of record with title:**

**Enrollment cap/Planned number of students present per session:**

**If some sessions will take place indoors, please provide the location of the room you intend to use (building and number). Otherwise write “Outdoors”:**

**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.

Exception Request to Offer In-Person Instruction

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**Will this course employ all of the safety protocols, other than the 10-person cap, that were used during Fall 2020?**

Yes

No

If “no,” explain what changes will be made to the safety protocols and justify these changes. Depending upon the magnitude of the changes, your request may be treated as a new proposal.

**Will this course use the same plan to accommodate students who become sick during the semester as was used during Fall 2020?**

Yes

No

If “no,” explain how and why the plan is being changed. Depending upon the nature of the change, your request may be treated as a new proposal.

**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)**.**