MEMORANDUM

From: Commanding Officer, Student Military Element, Naval Postgraduate School
To: All Students, Naval Postgraduate School

Subj: Policy Statement for Student Waiver from Fall Quarter In-Person Class Attendance

Ref: (a) Naval Postgraduate School President Rondeau all hands email of 13 Sep 2021

1. Per reference (a) the Naval Postgraduate School (NPS) fall quarter will be a transition quarter in which we bring as many students back to campus as possible while still accommodating those with circumstances that prevent that. After this transition quarter, our goal is to return to fully in-person instruction in the winter quarter. To that end, my expectation for fall quarter is that, in accordance with the specific mitigations below, every NPS student will return to in-person classes unless they have a personal or family challenge that precludes that. The default will be in-person classes, with exceptions made on a case-by-case basis in accordance with the process below.

2. Mitigations in place to create a safe environment and to prevent the spread of the Coronavirus disease 2019 (COVID-19) will include the following:

   a. Only vaccinated individuals (both students and staff) will be allowed in the classroom. Those who are not fully vaccinated (14 days past their final shot in the series) will be required to participate in classes via distance learning (DL).

   b. All students will be required to wear masks in the classroom unless a waiver is granted by appropriate authority, or the Health Protection Condition changes favorably (instructors will be exempt to allow clear communication).

   c. Only classrooms that have sufficient ventilation for the intended class size will be used.

   d. Some classes may be taught exclusively via DL due to exceptional circumstances (e.g. no classroom available that meets mitigation requirements).

   e. A risk assessment conducted by the NPS Occupational Safety, Health and Environmental Department has determined that the implementation of the mitigations above will result in a low risk of COVID-19 transmission.
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3. All students are expected to make personal and family arrangements as necessary (childcare, transportation, schedule, etc.) to attend classes in person. However, recognizing that the implementation of new childcare arrangements may extend beyond the beginning of the quarter, the waiver policy will be accommodating in allowing flexibility in those circumstances.

   a. Note that this waiver process is separate and distinct from the processes for approval of exemptions from the Department of Defense requirement to become vaccinated against COVID-19.

4. Students who are not vaccinated at the beginning of fall quarter shall attend classes via DL until fully vaccinated (14 days following administration of the final dose of a vaccine). Unvaccinated students shall also submit requests to waive the requirement for in-person classes, including an explanation of when they expect to become fully vaccinated (or stating that a medical/religious exemption request has been granted or submitted). Once a student is fully vaccinated, they shall attend classes in person absent a separate, approved, in-person learning waiver.

5. In the case of students, waivers to attend classes via DL due to an exceptional circumstance will be approved by the Dean of Students via the process outlined below.

   a. A waiver request will be initiated by the student using the attached waiver request form (appendix A).

   b. That form, together with any appropriate documentation, will be submitted to the student’s Program Officer, then routed through the appropriate academic department(s) to the Student Services Office, where it will be routed to the Deputy Dean of Students and the Dean of Students for a decision.

   c. Appeals may be made to the Provost.

6. Unexpected COVID-19 related challenges (childcare closures due to outbreak, sick child in the family, etc.) should be communicated directly to the Program Officer and instructor. No waiver will be required to arrange alternate learning arrangements in these limited instances, but the Program Officer shall report the situation to the Student Services Office for tracking.

7. Students should direct questions concerning this process to their Program Officer.

8. This policy will be continuously reviewed and modified as necessary based upon the COVID-19 transmission situation both on campus and in the broader Monterey area.

   B. S. BRYAN
   Dean of Students
Appendix (A)
NPS Fall Quarter Student In-person Learning Waiver Request Form

Student’s Name:
Class(es) for which a waiver is requested (include class convening schedule):
1.
2.
3.
4.
5.

Dates for which waiver is requested:

Reason waiver is warranted:
--Attach additional sheet and applicable documentation if necessary.
--Describe actions you have taken to alleviate the circumstances requiring a waiver.

Impact if waiver not granted:

Routing: (name, signature and date):

Program Officer

Course Instructor
-- Course title
--DL option available for this course (circle) YES NO
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Course Instructor ____________________________
-- Course title
--DL option available for this course (circle) YES NO

Course Instructor ____________________________
-- Course title
--DL option available for this course (circle) YES NO

Course Instructor ____________________________
-- Course title
--DL option available for this course (circle) YES NO

Student Services Office _______________________
Deputy Dean of Students ______________________
--recommendation: APPROVE DENY

Dean of Students determination: APPROVED / APPROVED WITH ADDITIONAL CONDITIONS / DENIED

Dean of Students ____________________________
Dean of Students comments:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Additional comments from reviewers:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________