**Honors Program 2020-2021**

**HON 4950: Senior Honors Thesis**

**Time: F 11:00-12:00 a.m.**

**Location: Teams Meetings online**

**Professor:** **Dr. Megan Hughes-Zarzo**

**Phone:** 303.615.1158

**Email:** [mhughe47@msudenver.edu](mailto:mhughe47@msudenver.edu) (preferred method of communication)

**Office:** 1033 9th Street Park (Honors House), 2nd floor

**Office Hours:** Fridays 10:00-10:40 and by appointment

**Teaching Assistant:** Ally Berkowitz

**Email:** [aberkow1@msudenver.edu](mailto:aberkow1@msudenver.edu)

**Phone:** 913.515.2125

**Course Description:**

The Senior Honors Thesis is the culmination of the Honors undergraduate experience. In this course, students complete an independent research and/or creative project under the direction of a primary Thesis Advisor and the Honors Director. The Thesis Advisor is a faculty member with expertise in a discipline closely related to the topic of the thesis project. Students submit a written thesis and deliver a public oral presentation of their work. This course must be completed with a B- or better in order to count for Honors credit.

*Note: Students are required to receive approval from their department chair if this course is taken in place of a departmental Senior Experience course.*

**Prerequisite(s):** HON 4948 with B- or better, Senior standing, Enrollment in the Honors Program and Permission from the Honors Director, approval from student’s department/degree program if taken in place of Departmental Senior Experience course.

**Required Reading and Other Materials:**

1. Honors Thesis Guidebook
2. Writing Style Guide relevant to student’s discipline
3. Selected readings on course topics
4. Resources utilized for the preparation of the thesis project

**Course Learning Outcomes:**

Given regular class attendance, participation in class, successful completion of the independent research plan, regular collaboration with primary advisor to the project, and completion of the assignments, students will be able to:

1. Articulate a compelling research or interpretive question.
2. Develop and conduct an extended research and/or a creative project utilizing appropriate and accepted academic methodologies, practices and conventions.
3. Construct a sound argument.
4. Incorporate at least one discipline outside their major(s) in their exploration of an idea, problem or creative process.
5. Articulate a methodology appropriate to the project.
6. Demonstrate advanced academic writing skills.
7. Present nuanced thinking in an effective oral and/or visual presentation.

**Outline of Course Content:**

* 1. Review research proposal. (Review with Honors Director the work completed in HON 4948 including the thesis statement, research problem and/or creative proposal, outline, bibliography, abstract, and first chapter.)
  2. Attend regular meetings to discuss progress:
  3. On a bi-weekly basis, meet with the Honors Director and other students in Honors Thesis course.
  4. Each student sets up a schedule to meet independently (on a bi-weekly basis) with their primary thesis advisor.
  5. Submit written work regularly. (Students submit their written work to thesis advisors and honors director according to the schedules they determine together.)
  6. Schedule practice oral presentation at least 10 days prior to final oral presentation.
  7. Complete final oral presentation.
  8. Submit final written thesis.

**Evaluation of Student Performance:**

1. Attendance and in-class participation (regular communication between student and advisors)
2. On-time completion of writing goals
3. Practice presentation
4. Written thesis
5. Oral presentation

**Assignments:**

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| --- | --- |
| **List of Assignments:** | **Due Date:** |
| 1: Attendance and Participation: Regular communication with student: 10% |  |
| On-time completion of homework/writing goals: (25% TOTAL) |  |
| 2: Revised project plan: 5%   * ~~Submission of Record of Completion~~ * Submission of selected rubrics * Submission of updated outline * Completion of project timeline | **Jan. 29** |
| 3: Submission of project goal #1: 5% | **Feb. 12** |
| 4: Submission of project goal #2: 5% | **Feb. 26** |
| 5: Submission of project goal #3: 5% | **Mar. 19** |
| 6: Submission of first full draft – project goal #4: 5% | **Apr. 16** |
| 7: Practice Oral Presentation: 10% | **Apr. 9-23** |
| 8: Submission of Mini-biography: | **Apr. 30** |
| 9: Final Oral Presentation: 20% | **May 7** |
| 10: Final Written Thesis: 35% | **May 14** |
| 11: Submission of Written Thesis to Thesis Archive: | **May 20** |

**Grading Guidelines:**

* 1. The final grade for HON 4950 is determined by the Thesis Advisor(s) and the Honors Director. The final grade should consider the entire process including the research process, regular communication from the student, the final written paper and the final oral presentation. The following percentages are assigned to the five main course elements:
     + Attendance and Participation: Regular communication with student: 10%
     + On-time completion of writing goals: 25%
     + Practice Presentation: 10%
     + Oral Presentation: 20%
     + Written Thesis: 35%
  2. **Rubrics** on *Written Communication* and *Oral Communication* for the final paper and final oral presentation will be provided. Each student also chooses two additional rubrics from the AAC&U rubrics, related to the content and process of the project. These rubrics should be reviewed and approved by the Thesis Advisor.
  3. **Incomplete projects**: The revised final draft of the written thesis must be submitted on time in order for the student to receive a grade and successfully complete the Honors Thesis course. If revisions have not been completed on time, the Thesis Advisor may reduce the final grade or decide to give the student a grade of incomplete. An incomplete should only be given in rare and extenuating circumstances. If an incomplete is given, the student will work with the Primary Advisor and the Honors Director to set a timeline for project completion.
  4. **Grade submission**: Before the official due date for grades, each Thesis Advisor will email the Honors Director the student’s grade for the thesis course. As the instructor of record, the Honors Director is responsible for submitting the grade for the thesis course.

Please note that C is an average grade, which means that “average” is typical or is the norm. Grades of “A” and “B” are for those who show effort, initiative and motivation above the average student.

**A** Demonstrates outstanding verbal and written ability

Demonstrates preparation for class by discussing readings

Independently explores additional readings, activities, and resources and shares these in class

Shows critical thinking, insight and ability to integrate course material

Misses no more than three class hours during the course of the semester

Participates actively in class

Turns all course material in by deadlines

**B** Demonstrates good verbal, written and independent thinking ability

Shows initiative by fulfilling more than basic course requirements

Attends class regularly and participates in class discussions

Meets course deadlines

Demonstrates an understanding of course materials

**C** Fulfills basic course requirements

Attends class inconsistently

Fails to meet all course deadlines

Demonstrates average verbal, written and critical thinking ability

**D** Fails to fulfill basic requirements

Demonstrates below average competency in coursework

**F** Demonstrates unsatisfactory preparation and completion of course requirements

**Thesis Roles and Responsibilities:**

**Honors Student Role:** The Honors Thesis represents an individual research project that is largely self-guided. Students have much responsibility in this process. They must show initiative and discipline in order to successfully complete the Thesis. Students attend class sessions with the Honors Program Director and frequently communicate with their Thesis Advisor(s). It is the student’s responsibility to schedule meetings with his or her advisor(s) and turn in chapters for revision according to the timetable decided upon in advising sessions. While this is an independent research project, there is a wide network of support available to each student throughout the process. Students should communicate concerns, setbacks and triumphs to the Director and Advisor(s). Good communication will help to make the process more manageable and the final outcome a success!

**Honors Director Role:** As the professor of record for the Thesis Course, the Honors Director meets with the Thesis students at least once every two weeks to track their progress and work through any road blocks. The group meets regularly to share and brainstorm ideas, connect students with campus resources they may need, and make a bi-weekly plan for progress. The Director also fields questions from Thesis Advisors throughout the semester and makes sure that students are connecting with their advisor(s). At the end of the semester, the Director helps to facilitate the Honors Thesis Presentations and collect and input the final grades determined by the Thesis Advisors.

**Thesis Advisor Role:** The Thesis Advisor is the primary resource for guidance regarding the content and organization of the thesis project. This individual is an expert in a field of study closely related to the thesis topic. As noted earlier, the honors student is responsible for scheduling regular meetings with advisors, preferably every 7-10 days. Responsibility for arranging meeting times, establishing a research plan, and creating an outline lies entirely with the student, but the advisor should help advise students to carry out these important organizational tasks. If a Thesis Advisor has concerns about the progress of a student, those concerns should be discussed with the student and also with the Honors Director, if needed. The Thesis Advisor(s) determines the final grade for both the written project and the oral defense. More details about the grading process can be found below.

*\*Students whose projects are interdisciplinary or combine research from distinct areas of study may invite more than one Advisor to help guide the project.*

**(Optional) Second Reader Role:** The Second Reader also is an expert in a field of study closely related to the thesis topic chosen by the student. The Second Reader for the Thesis project is not required to meet every 10 days with the student. Typically, this role involves reading the finalized draft of the written Thesis project. The final draft must be sent to the Second Reader at least two weeks prior to the final oral presentation. The Second Reader is invited to attend the final oral presentation. Finally, the Second Reader will engage in dialogue with the Thesis Advisor to help determine the final grade for both the written thesis and the oral defense.

**Thesis Presentations:**

**Practice Presentation:** All Thesis students will be required to complete a practice oral presentation in the 3 weeks prior to the Thesis Symposium. The Honors Director will attend the practice session along with the Thesis Advisor(s). The Honors Program Coordinator and other students from the Honors Thesis Seminar and/or Honors Thesis courses are also welcome to attend. This is an opportunity to provide Thesis students with constructive feedback to help clarify and polish the final presentation before the Symposium.

**Presentation at Honors Thesis Symposium:** All thesis presentations will take place at the Honors Thesis Symposium ~~held in the CAVEA (located in room 420 of the Student Success Building)~~ during the final week of classes. The presentations will be organized into panel sessions lasting approximately 1-1.5 hours depending upon the number of presenters (usually three per panel). Each student will have 15-20 minutes to present depending upon the number of presentations scheduled that day. Twenty minutes are reserved for questions after all the students in the panel finish their presentations. Thesis Advisors will be invited to ask questions first. If there is any remaining time, other questions from the wider audience will be addressed. Thesis Advisors are asked to commit to attending the final oral presentation of their student. If there are scheduling concerns, please contact the Honors Director as soon as possible so that schedules can be accommodated.

**Thesis ~~Luncheon &~~ Celebration:** The Honors Thesis Symposium includes a ~~luncheon and~~ celebration ceremony to recognize the completion of the thesis projects. Students who have completed all Honors Program requirements will receive their certificates of completion, honors cords, and the Honors Thesis pin at this event. Students who have completed the thesis project will receive their certificate of completion and the Honors Thesis pin. All Thesis Advisors will receive a formal invitation to the celebration, and family and friends are also welcome and encouraged to attend.

**Course Calendar:**

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| --- | --- |
| Jan. 22 | **Course Introduction**  This session will include a discussion of the course syllabus and the Record of Completion, and students will work on creating a timeline with clear writing goals. |
| Jan. 29 | **~~Record of Completion: Thesis Advisor and Second Reader signatures~~**  ~~By this date, all Thesis students will have obtained signatures from their primary advisor and second reader agreeing to the thesis topic and to participate in the activities associated with final semester of the Thesis project~~.  **Rubric selection complete**  By this date, each student in collaboration with their primary thesis advisor will have determined the specific rubrics that will be used to determine the grade for the project. Each student will choose 2 content/process oriented rubrics in addition to the rubrics for *Written Communication* and *Oral Communication*. <https://www.aacu.org/value-rubrics>   * **Writing/Project Goals Timeline**   Students will submit a timeline with clear writing goals.   * **Updated Outline**   Students will submit an updated outline.   * **Ask Advisors about schedule conflicts on day of Thesis Symposium** * **ASSIGNMENT #2 DUE:** Submit updated Outline, Timeline and Rubrics and Advisor Contact Information. |
| Feb. 5 | **Office Hours Session – Optional attendance** |
| Feb. 12 | * **Meet to discuss progress.** * **ASSIGNMENT #3 DUE: Submit Writing/Project Goal #1**   Students will submit first written portion of the thesis. |
| Feb. 19 | * **Meet to discuss progress.** |
| Feb. 26 | **Office Hours Session – Optional attendance**   * **ASSIGNMENT #4 DUE: Submit Writing/Project Goal #2**   Students will submit second written portion of the thesis. |
| Mar. 5 | **Workshop on Creating an Effective Visual Presentation**  with Professor Shawn Meek from Communication Design |
| Mar. 12 | * **Brainstorm Symposium schedule** |
| Mar. 19 | **Office Hours Session – Optional attendance**   * **ASSIGNMENT #5 DUE: Submit Writing/Project Goal #3**   Students will submit third written portion of the thesis. |
| Mar. 26 | * **SPRING BREAK** |
| Apr. 9 | * **Meet to discuss progress.** * **Decide Thesis Symposium schedule and panel groupings** * **Information for Program for Thesis Symposium due** |
| **Practice Presentations** (Apr. 9-23)  During these three weeks, thesis students should schedule a practice presentation of their Thesis project with the Honors Director. Thesis students must complete a practice presentation in order to present at the Thesis Symposium. | |
| Apr. 16 | **Office Hours Session – Optional attendance** |
| Apr. 23 | * **Meet to discuss progress and professional presentation.** * **ASSIGNMENT #6 DUE: Full Thesis Draft Submission:**   ***The full draft of the written thesis must be submitted to the Honors Director, the Primary Advisor and the Second Reader on or before this date.*** Thesis Advisors and Second Readers will have three weeks to review the written project in advance of the oral defense. \*After this date, revisions to the written draft can be required by the thesis advisor and second reader. The revised final draft must be submitted to the Thesis Advisor within one week after the oral presentation of the thesis. |
| Apr. 30 | * **3-minute rehearsals:** During this session each Thesis student will do a 3-minute rehearsal with the group to check if their visual presentation looks right and is functioning correctly on the screen. * **ASSIGNMENT #7 DUE:** Final week for Practice Presentations. * **ASSIGNMENT #8 DUE:** Submit mini-biography. |
| May 7  (all day event) | **Honors Thesis Symposium and Celebration**  The Symposium schedule will be organized into panel presentations during which students will present and defend their thesis projects. There will also be celebration ceremony to recognize the achievements of the Honors Thesis students.   * **ASSIGNMENT #9 DUE:** Final Oral Presentation due. |
| May 14 | **ASSIGNMENT #10 DUE:** Final Written Thesis due.  **Final Deadline for submitting Final Revised Draft of the Thesis**  By this date, all revisions must be complete and submitted to the Thesis Advisors in order for a student to successfully pass the Honors Thesis course. If revisions have not been completed, the student and their Advisor should consult with the Honors Director to determine the next steps for project completion. |
| May 18 | **Grade Submission:**  By this date, the final grades for the written thesis and for the oral defense must be submitted by the Thesis Advisor to the Honors Program Director. The Director will submit the final course grade to the Registrar. |
| May 20 | **ASSIGNMENT #11 DUE:** Submit final Written Thesis to the Digital Archive.  **Submission of Written Thesis to Digital Archive:** By this date, the final written thesis should be submitted to the Digital Archive in the Auraria Library. |

**Helpful Campus Resources and Contact Information:**

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| --- | --- |
| Dr. Megan Hughes-Zarzo  Instructor for Honors Thesis Seminar | Contact:  [mhughes47@msudenver.edu](mailto:mhughes47@msudenver.edu)  303.615.1158 |
| Ally Berkowitz  Honors student TA for the Honors Thesis Seminar | Contact:  [aberkow1@msudenver.edu](mailto:aberkow1@msudenver.edu)  913.515.2125 |
| Dr. Kristy Duran  Director of Undergraduate Research Center | Contact:  [kduran16@msudenver.edu](mailto:kduran16@msudenver.edu) |
| Auraria Library | Contact:  Eric Baker [Eric.Baker@ucdenver.edu](mailto:Eric.Baker@ucdenver.edu) |
| Writing Center | Contacts:  Dr. Elizabeth Kleinfeld, Writing Center Director [ekleinfe@msudenver.edu](mailto:ekleinfe@msudenver.edu)  Erienne Romaine  [eromain1@msudenver.edu](mailto:eromain1@msudenver.edu) |
| IRB | Contact:  Dr. Michael Heathcote [mheathco@msudenver.edu](mailto:mheathco@msudenver.edu) |
| Department of Communication Design | Contact:  Lisa Abendroth, Professor & Communication Design Program Coordinator [abendrot@msudenver.edu](mailto:abendrot@msudenver.edu)  Shawn Meek, Assistant Professor in Communication Design  [smeek3@msudenver.edu](mailto:smeek3@msudenver.edu) |
| Auraria Library Digital Media Studio   * Support and training for digital imaging and presentation software, including PowerPoint, Adobe Photoshop, and Adobe InDesign | Contact:  Website: [dms@auraria.edu](mailto:dms@auraria.edu)  E-mail: [dms@ucdenver.edu](mailto:dms@ucdenver.edu)  Phone: [(303) 315-7718](tel:13033157718) |
| CAVEA  Center for Advanced Visualization and Experiential Analysis | Contacts:  Ned Hoewisch, CAVEA Office and Events Manager and AV/IT questions  [nedhwsch@msudenver.edu](mailto:nedhwsch@msudenver.edu) |
| Career Services | Contacts:  Amy Bechtum, Associate Director and College of Business Liaison [abechtum@msudenver.edu](mailto:abechtum@msudenver.edu) |

**College-wide Policies and Information**

***Respect for Rights of Others:***

The student assumes certain obligations of performance and behavior while attending MSU Denver. Based on this premise, reasonable policies, procedures and regulations have been developed to guarantee each student’s opportunity to learn and to protect the fundamental rights of others. As members of an academic community, students are expected to conduct themselves in a mature and responsible manner. Students should try at all times to promote a sense of cooperation and civility within the University and work to build an atmosphere which will be most conductive to the goals of higher education within the institution. In cases of a student’s disruption of a class, the instructor has the authority to remove that student. Further, rudeness, verbal abuse or any other form of mistreatment by any person against another will not be tolerated. Faculty and staff reserve the right to refuse service to such individual acting in that manner at that moment and will report all incidents to the appropriate administrative department of the University.

***Your Right to a Harassment-free Environment:***

You have the right to an environment free of harassment and discrimination. Contact me and/or another MSU Denver professor, administrator, and/or Affirmative Action Officer if you believe a student, professor, administrator, or anyone contracted by AHEC is harassing or discriminating against you.

**Note:** You need to tell people if you are uncomfortable with their comments, jokes, physical contact, etc. This can be communicated through spoken or written means. Generally, a person must be informed before a continuation of offensive actions/comments/etc. can be considered “harassment.”

***Metropolitan State University Academic Integrity Statement***

As students, faculty, staff and administrators of Metropolitan State University of Denver, it is our responsibility to uphold and maintain an academic environment that furthers scholarly inquiry, creative activity and the application of knowledge. We will not tolerate academic dishonesty. We will demonstrate honesty and integrity in all activities related to our learning and scholarship. We will not plagiarize, fabricate information or data, cheat on tests or exams, steal academic material, or submit work to more than one class without full disclosure.

***Student Code of Conduct***

Academic dishonesty is a serious offense at the College because it diminishes the quality of scholarship and the learning experience for everyone on campus. An act of academic dishonesty may lead to sanctions including a reduction in grade (up to and including a permanent F for the course), probation, suspension, or expulsion. Academic dishonesty includes cheating fabrication, plagiarism, submitting the same paper or work for more than one class, and facilitating academic dishonesty. For definitions and more information, see the Student Handbook which is available online through MetroConnect.

The Honors Program considers violation of these standards a grave matter carrying serious consequences. The process will involve the filing of an Academic Misconduct Incident Report with the Student Judicial Officer. Students who violate departmental academic integrity standards in a particular course may expect such consequences as receiving 1) a failing grade for a test or an assignment, which will impact your grade for the course, or 2) a permanent F grade on the transcript for the course.

***No Credit Withdrawal Policy***

Effective Fall 2013, the NC (No Credit) grade notation will no longer be applied to academic records. For information on this and other academic policy changes, please see http://www.msudenver.eduladvising/student/academicpolicies/.

***Accommodations for Students with Disabilities***

The Metropolitan State College of Denver is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability that may impact your performance, attendance, or grades in this class and ate requesting accommodations, then you must first register with the Access Center, located in the Auraria Library, Suite 116, 303-556-8387.

The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Accommodations are not allowed to be granted prior to my receipt of your faculty notification letter from the Access Center, so please get this to me in a timely manner. Please note that accommodations are never provided retroactively (i.e., prior to the receipt of your faculty notification letter).

As soon as I am in receipt of your official Access Center faculty notification letter, I would be happy to meet with you to discuss your accommodations. All discussions will remain confidential. Further information is available by visiting the Access Center website at http://www.msudenver.edu/access/.

***Class Attendance***

Students are expected to attend all sessions of courses for which they are registered. Each instructor determines when a student’s absences have reached a point at which they jeopardize success in a course. When absences become excessive, the student may receive a failing grade for the course.

***Class Attendance on Religious Holidays***

Students at Metropolitan State University of Denver (MSUD) who, because of their sincerely held religious beliefs, are unable to attend classes, take examinations, participate in graded activities or submit graded assignments on particular days shall without penalty be excused from such classes and be given a meaningful opportunity to make up such examinations and graded activities or assignments provided that advance written notice that the student will be absent for religious reasons is given to the faculty members during the first two weeks of the semester.

Nothing in paragraph one of this policy shall require MSUD faculty members y to reschedule classes, repeat lectures or other ungraded activities or provide ungraded individualized instruction solely for the benefit of students who, for religious reasons, are unable to attend regularly scheduled classes or activities. However, presentations, critiques, conferences and similar activities involving individual students shall be scheduled to avoid conflicts with such students' religious observances or holidays provided that reasonable advance notice of scheduling conflicts is given to faculty members.

***“I” (Incomplete)***

The “I” designation will only be given in cases where the course has been substantially completed with a passing grade, and the student has been unable to finish the course through no fault of his/her own. The “I” will automatically become an “F” at the end of one year. However, your instructor my establish an earlier deadline, in writing, and may change the “I” to an “F” at that designated time if the course work has not been satisfactorily completed.

***Family Educational Rights and Privacy Act***

Metro State maintains education records for each student who has enrolled at the college. Under the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC 1232g, and the implementing regulations published at 34 CFR part 99, each eligible student has several rights regarding educational records. Please refer to the student handbook for details of rights, nondisclosure and exceptions.

**Syllabi Addendum for COVID-19, Spring 2021 Semester**

As MSU Denver gradually returns to campus in 2021, we are committed to providing a quality learning experience along with providing a safe and healthy educational environment. In doing so, we are following the Colorado Department of Higher Education *Planning for Return to Campus During COVID-19 Considerations and Recommendations.* Below is a list of strategies that will be discussed and initiated (as needed) at the start of 2021 courses.

Each day (prior to coming to campus, *if* coming to campus) students are to perform a self-health assessment for possible symptoms of COVID-19. List of symptoms can be found on the following CDC website <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html>

Student Class Attendance Policy

* + General Student Policy: Students who are demonstrating virus-like symptoms or have direct exposure to COVID-19 and have classes on campus, are not to report to class. Those diagnosed with or exposed to COVID-19 are to follow CDC (Center of Disease Control) and CDPHE (Colorado Department of Public Health and Environment) guidelines regarding quarantine periods. A student may not return to classroom-delivered instruction until he/she can provide written clearance from a medical doctor or receive clearance from ACH (Auraria Health Center). If the class is online and you are demonstrating virus-like symptoms or have direct exposure to COVID-19, you still need to contact the Auraria Health Clinic at (303) 615-9999.
  + Students in the situation mentioned above must notify their course instructor and/or clinical instructor and call the Health Center at Auraria (303) 615-9999. The student is not to be directed to go to the Health Center for they are minimizing exposure to COVID – 19.
  + Excusing Students from Class: If an instructor identifies a student who appears to be ill with COVID-19 symptoms, the instructor will ask the student to go home or call the Health Center at Auraria. Do not go directly to the health center for they want to minimize exposure to COVID – 19.
  + Reporting Absence from Classes: If a student is absent due to the virus, the instructor should be notified by the student. Keep in mind, attendance is not required for all classes consequently, the instructor may not notice whether or not a student is absent. It is imperative that the University community is compliant with the CDC and CDPHE guidelines. Thus, the need for notification from the student.
  + If a student is absent for two class days and has not contacted the instructor, it is recommended that the instructor (or student faculty advisor) make an attempt to contact the student. If this attempt is unsuccessful, the absenteeism will be reported to the chair of the department and the Dean’s office. The Dean’s office will notify the Health Center at Auraria who will then contact the student. This process aligns with the guidance provided by the Colorado Department of Higher Education who recommends reporting absenteeism patterns.
  + If a student is absent due to an infected family member (resides in the same household) they will continue learning through all means (online, hard copy, email, etc.) Instructors will ensure students are provided with materials to be successful in their classes.

At-Risk Students**:** If you believe you are at-risk to suffer complications from COVID-19 due to underlying health conditions, please provide your instructor with written verification from your medical doctor as to the need for accommodations. MSU Denver will make every effort to accommodate students to continue the learning process.

If a student or faculty member tests positive for the COVID-19 virus, the university will follow the Student Privacy Policy Office FERPA & Coronavirus Disease 2019 (COVID-19) (FAQS) information sheet and the Joint Guidance on the Application of FERPA and HIPAA (Health Insurance Portability and Accountability) Act of 1996. Links for access to these documents are below.

<https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf>

<https://www.hhs.gov/sites/default/files/2019-hipaa-ferpa-joint-guidance-508.pdf>