

COVID-19 Student Vaccination and Exemption Requirement

Definitions

Students

CSM students are defined as full-time, part-time, and online.

Compliance for Providing Proof of Vaccination or Exemption

Compliance is defined as the act or process in fulfilling official requirements. In this case, compliance is defined as submitting proof of vaccination, exemption or waiver (students only) documentation by the deadline.

Noncompliance for Providing Proof of Vaccination or Exemption

Noncompliance is defined as failure or refusal to comply with something such as a rule or regulation. In this case, failure to submit proof of vaccination, exemption or waiver (students only) documentation by the deadline.

Compliance for Submission of Test Results

Compliance is defined as submitting proof of COVID-19 test results from a licensed provider by the deadline; self-administered home tests will not be accepted.

Non-compliance for Submission of Test Results

Non-compliance is defined as failure to submit proof of COVID-19 test results from a licensed provider by the deadline; self-administered home tests will not be accepted.

Proof of Vaccination or Approved Exemption

All CSM students are required to complete and submit the required documentation by the required dates through CastleBranch. Details are below:

Vaccinated Students

Fully vaccinated students must upload proof of their vaccination status by **January 11, 2022**. If you do not have a copy of your vaccine card and received your vaccine in Maryland, you may access a copy at [MyIR](#). You may also contact your health care provider to obtain a copy of your vaccination record.

Unvaccinated Students

Students who have not been vaccinated have the option of receiving a COVID-19 vaccination or requesting and approved exemption. All requests for exemptions must be submitted by **January 6, 2022**. Upon approval of the exemption, the student will be required to always wear a mask, sign a disclaimer acknowledging the health risks of being unvaccinated and test weekly for COVID-19. Students enrolling after January 6 will be handled in the order their requests were received.

Special Exceptions (Vaccine Requirement Waiver)

There are categories of students who are considered special exceptions and must fill out a *Vaccine Requirement Waiver*. Students taking classes fully online or at offsite locations. This includes the following categories of students:

- Fully-online students
- Students taking classes at off-site locations,
- Dual Enrollment students,
- Gifted & Talented students,
- Homeschool students,
- Kids and Teen College,
- Personal Enrichment students, and
- Driver's Education students

Automatic waivers will be granted to continuing education students taking a one-day class and for contract training courses that are held off-site.

In the first week of December, CastleBranch will send an email to all students containing a link with instructions on how to upload vaccination information and how to apply for an exemption or vaccine requirement waiver under special exceptions.

Consequences of Noncompliance

Students who do not confirm full vaccination status or do not have an approved exemption or waiver by January 6, 2022 will have their course registration cancelled.

New students registering beginning January 3, 2022 will need to have a vaccine record uploaded to finalize enrollment. *Please note, it may take up to five business days for vaccination records to be certified and student account available for registration activity*

Students not appearing on the course roster on the first day of class are not permitted to attend class and should contact the Registrar's office at webreg@csmd.edu.

Testing Requirements for Those with Approved Exemptions

CSM will comply with all federal and state laws in granting appropriate exemptions for medical or religious reasons. Students granted a vaccination exemption are required to:

1. Wear a mask indoors at all times and while outdoors in crowded spaces
2. Sign a disclaimer acknowledging the health risks of being unvaccinated, and
3. Comply with weekly COVID-19 testing and timely submission of test results.

CSM will only accept COVID-19 test results from a licensed provider; self-administered home tests will not be accepted. Students with approved exemptions will be provided complete instructions and deadlines to comply with weekly testing. Weekly testing should be uploaded to CastleBranch, the CSM approved vendor no later than Wednesday at 4 p.m.

Consequences of Testing Noncompliance

Students granted a vaccination exemption are required to:

1. Wear a mask indoors at all times and while outdoors in crowded spaces
2. Sign a disclaimer acknowledging the health risks of being unvaccinated, and
3. Comply with weekly COVID-19 testing and timely submission of test results. *Weekly testing must be uploaded no later than Wednesday at 4 p.m.*

Failure to meet any of the above criteria will be considered noncompliant and result in the following progressive disciplinary actions:

1. First offense – Written Warning

- o Warning goes to students with copy to course instructors
- o The student is restricted from campus until results are submitted within 48 hours. Failure to do so will result in a second offense. A text will also be sent to the student.

2. Second offense – Restricted from Campus

- o The student is restricted from campus until a valid test is submitted. Failure to comply prior to the next Wednesday 4p.m. deadline will result in a third offense. Written warning goes to students with copy to the course instructors, Executive Director of Student Affairs and Title IX Coordinator and Executive Director of Public Safety. A text will also be sent to the student.

3. Third offense – Deregistered from classes

- o Students will be dropped from classes due to noncompliance status. The student will not be able to return for the duration of the semester. Tuition and fees paid will be non-refundable. A text will also be sent to the student.