

**FACULTY:  
HOW TO ADDRESS  
STUDENT NON-COMPLIANCE**

University of California Vaccine Mandate

# WHAT TO DO

*Any University or Public Official may direct a student to put on a mask. If the student does not comply, any University or Public Official may direct the student to leave an indoor location.*

- **Step 1:** Identify yourself as a University Official.
- **Step 2:** Advise the student that campus policy **REQUIRES** they wear a mask while indoors or follow the pre-approved accommodations required of their exemption.

*e.g., "Hi, my name is Professor Caitlin Frank. I am the instructor of this course, here at UC San Diego. As a University Official, I am asking you to please wear a mask as required by campus policy."*

## **Note:**

- You may ask if they have an Office for Students with Disabilities (OSD) pre-approved accommodation for not wearing a mask
- You may not ask the *reason* behind the accommodation

# WHAT IF...?

**What if...** the student refuses to put on a mask or follow their pre-approved accommodations?

Step 1: Inform the student that failing to comply with policy -- or the directives of a University official -- violates *Student Conduct Procedures* and they will be referred to the Office of Student Conduct. You may also request they show you proof of compliance and/or pre-approved accommodations (but not the reason for them).

Step 2: If the situation persists, ask them to leave.

**What if...** the situation escalates or the student repeatedly disregards staff or faculty directives?

- Let them know that if they do not comply with policy or they refuse to leave, you will dismiss the class and refer the student to the Office of Student Conduct.
- Until they are in compliance, the student may not return to class.

# FOLLOW-UP AND REPORTING



Report incidents to the **Office of Student Conduct** at:

- <https://students.ucsd.edu/sponsor/student-conduct/incident-report.html>

Follow-up with the student directly via **VAC or email** and include a summary of what occurred. In your summary, you should:

- Explain that the student's actions violate policy
- Direct the student not to repeat the actions
- Inform the student that the incident has been referred to the Office Student Conduct

For more help, visit the OSC Blink resource page at:

- <https://blink.ucsd.edu/instructors/advising/misconduct.html>

For consultation, please contact the VC Student Affairs Office at [vcsa@ucsd.edu](mailto:vcsa@ucsd.edu).