

**Emily F. Cutrer**  
Provost and Vice President for Academic Affairs

California State University San Marcos  
San Marcos, California 92096-0001 USA

**Tel:** (760) 750-4050; **Fax:** (760) 750-3150  
ecutrer@csusm.edu  
www.csusm.edu

September 24, 2009

Dear Faculty Colleagues,

In light of ongoing concerns about a potential flu pandemic, we are writing to ask for your help in campus efforts to avoid the spread of H1N1 virus.

We call your attention to the notices posted around campus urging those who are exhibiting flu-like symptoms to stay at home and to ask for your help in getting this message to students. We recognize that when a student misses class or an exam or turns in an assignment late, it presents both a time-consuming inconvenience for faculty members and an academic challenge for students. However, given the potential severity of a flu outbreak, we ask that policies on missed classes, exams, and late assignments not prevent students from staying home nor prompt them to return to campus while symptomatic and potentially infectious.

The campus has established a webpage to provide information about the H1N1 virus:  
<http://www.csusm.edu/em/Alert/> If you come down with the H1N1 flu—and we sincerely hope that you don't—please fill in the report form located at the Alert website:  
<http://www.csusm.edu/em/Report/> You will be updated by email if our situation changes.

With thanks for your help,

Janet McDaniel  
Academic Senate Chair

Patricia Worden  
Vice President for Student Affairs

Emily Cutrer  
Provost and Vice President for Student Affairs