



OFFICE OF THE VICE PROVOST FOR ACADEMIC SERVICES

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9980 Carroll Canyon Rd, San Diego, CA 92131  
(858) 642-8136 | Fax (858) 642-8708 | [www.nu.edu](http://www.nu.edu)

December 22, 2021

Dear National University Faculty and Staff Members,

National University has implemented multiple safety measures during the COVID-19 pandemic and remains committed to minimizing health and safety risks for all our students, faculty, and staff. In keeping with this commitment, University leadership – in accordance with national, state and county guidelines – has decided to expand these onsite education safety requirements to include a COVID-19 Vaccination Policy and the requirement for full COVID-19 vaccination for all students, staff, and faculty, until further notice. This letter is to provide you with advanced notice. **Please do not submit any vaccination information until further notice is given.**

Additionally, as of February 2022, all National University students attending onsite courses will be asked for verification of vaccination status either onsite or via an online solution currently under development. Students with questions about this requirement are urged to contact Student Accessibility Services (SAS) at [sas@nu.edu](mailto:sas@nu.edu). The letter being sent to students regarding COVID-19 vaccination requirements is attached.

The COVID-19 Vaccination Policy also applies to all employees, including those employees who are assigned as remote, but are requested to travel to a physical location, including but not limited to headquarters, a satellite location, designated business meeting location or to a partner and/or affiliate location, on behalf of the Organization. This policy does not apply to employees who do not report to a workplace where other individuals (such as coworkers, students, vendors, or business partners) are present; or employees who work exclusively from home. All faculty and staff teaching onsite at a National University location are therefore included in these requirements.

As detailed in the attached document, *National University System Vaccination Requirement Guidelines*, all employees covered by this policy are required to be fully vaccinated<sup>1</sup> as a term and condition of employment at our Organization, by no later than February 28, 2022.

Employees are considered fully vaccinated two (2) weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. All employees are required to report their vaccination status and to provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status,

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<sup>1</sup> As defined by the Center for Disease Control and Prevention (CDC) or state departments of health if the department has a higher standard for fully vaccinated.



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and, if applicable, their testing results. Employees not in compliance with this policy will be subject to discipline, including, but not limited to, termination. Employees with questions about the COVID-19 Vaccination Policy are urged to contact the [benefits department](#) within Human Resources.

Employees may request an exception from the vaccination requirement if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by contacting the [benefits department](#) within Human Resources. All such requests will be handled in accordance with applicable laws and regulations.

We thank you for your continued efforts in keeping the National University community a safe and productive learning environment for all. We hope this new requirement, in addition to our flexible course scheduling and online learning options, will provide both safety and accessibility in the coming year for all members of the National University community.

Sincerely,

J. Joseph Hoey, Ed.D.  
Vice Provost for Academic Services  
Chair, NU Safety Management Committee