UNIVERSITY OF OREGON

Office of the Provost

Dear colleagues,

Welcome back for the 2023-2024 academic year. We want to ensure that you feel informed and supported going into the new term. This message will provide you with reminders of required academic policies and offer you resources and opportunities to help you prepare your course and syllabus.

We appreciate you reading this email in its entirety. We strive to make instructional policy information easily accessible and stress the importance of reviewing policies that are enacted across all UO classes.

Resources

The Teaching Engagement Program (TEP) and UO Online provide Term Resources that are meant to help you prepare and launch new classes. You'll find adaptable Canvas modules that orient students to the course, streamline absence reporting, and define and emphasize academic integrity. There is a "Starter Syllabus" that incorporates all UO-required policies as well as many sample course policies. We also highlight key fall terms dates.

You'll find timely support on Generative AI, enacting AEC accommodations, and implementing "reason neutral" course policies. All instructors are urged to include a course policy on your syllabus that communicates whether students can use Generative AI tools in elements of their learning process or work product.

Workshops & Training

Getting your Canvas Course Ready for Fall
September 19, 10:00-11:00am in Tykeson 140
September 21, 2:00-3:00pm in Tykeson 140
Prepare your Canvas course for Fall in 10 steps! Bring your laptop and join UO Online and Canvas Support Services as we will walk you through these steps. Participants will leave with a great start on their Canvas course.

Designing for Accessibility: Coffee & Co-working
September 19, 12:00-1:00pm in the Knight Library Dream Lab
This informal, supportive co-working session is for instructors and staff looking to expand accessibility in their courses and/or other work contexts.

Classroom Technology Tutorials
Instructors can get oriented to their classroom technology through a new series of trainings. The classroom tech support team in Information Services will hold three trainings for interested UO faculty and staff members in three classrooms of different size.

- Medium rooms: *September 20, 2:00-4:00pm in Lokey Education 11*
- Small rooms: *September 21, 2:00-4:00pm in Friendly 10*
- Large rooms: *September 22, 2:00-4:00pm in PLC 180*

Communicating with Students about AEC Accommodations
September 22, 10:00am-11:00am on Zoom
September 26, 1:00-2:00pm in the EMU, Lease Crutcher Lewis
Gain confidence and feel comfortable talking with students (or colleagues) about access needs and disability.

Policy *for undergraduate programs*

The following policies apply to undergraduate courses and Instructors of Record are responsible for ensuring they are followed. See the Office of the Provost library of academic policies for other relevant policies and guidance.

CANVAS: A published Canvas site is required by the first day of class. Ideally, the Canvas site would be published at least a few days before classes start.

SYLLABUS: A syllabus must be available to students on Canvas by the first day of class. Ideally, the syllabus would be available at least a few days before classes start. The syllabus must, at a minimum, contain the information listed in the Syllabus Requirement policy

COURSE ATTENDANCE AND ENGAGEMENT POLICY: This policy outlines the parameters for course attendance and engagement policies to address "common student absences or late work over the course of a term". Note that it essentially creates a "no excuse" policy meaning that there is no recognition in our policy for "excused" or "unexcused" absences for common student absences or late work. It also outlines the only circumstances under which reasons or documentation are required of students. Finally, the policy treats emergency or extraordinary circumstances as outside a course's regular attendance policy. See interpretation and guidance here for ways to incorporate these elements into your policy.

STUDENT PROGRESS: Instructors of record are to provide up-to-date student progress information on Canvas, such as grades recorded on Canvas for assignments, quizzes, etc., by at least two points in the term:

- By the end of week 6
- Prior to the final exam

This should be done in all courses where progress is not communicated individually to students through other means. We expect that most courses would fall into that category and thus the easiest method to do this will be to record grades in Canvas.

Policy *for undergraduate and graduate programs*

The following policies apply to all undergraduate and graduate courses and Instructors of Record are responsible for ensuring they are followed.

NEW! CHANGES TO UO STUDENT CONDUCT CODE FOR ACADEMIC MISCONDUCT: Updates to the Student Conduct Code now require all suspected academic misconduct cases that include a grade penalty be handled by the Office of Student Conduct and Community Standards (SCCS). In other words, instructors should not impose a grade penalty without a finding from that office. If you have to input a final grade before a finding is made, you should use the grade the student would receive if there were no finding of academic misconduct.

If you have a question or want to discuss something that's happening in your class, SCCS prioritizes contacts from instructors questions: conduct@uoregon.edu or 541-346-1140. Use SCCS's Reporting

Academic Misconduct Form to submit information and documentation about the alleged incident within five business days of discovery.

FERPA-COMPLIANT APPLICATIONS: Only university-approved, FERPA compliant applications should be used for course activity that include non-directory student information. These include Canvas, UO email, UO Microsoft 365 tools such as Teams, Outlook, SharePoint, UO Zoom. See a complete list here.

COURSE MODALITY AND DELIVERY: Courses should be delivered as scheduled unless otherwise approved. For instance, IORs or lab/discussion leaders shall not switch an in-person course to remote instruction without approval. Any changes to modality or location of a course from what is on the course schedule must be approved by the dean through the department head. Shifting a course to synchronous online requires additional approval by the Office of the Provost. Requests for changes to synchronous online should be sent from the dean to Ron Bramhall in the provost office.

ACCESSIBLE EDUCATION CENTER (AEC) ACCOMMODATIONS: Instructors are required by Federal law to make reasonable accommodations to students as defined by the Accessible Education Center and communicated by AEC in notification letters to instructors. Students with approved accommodations should present instructors with a notification letter from AEC. If they request an accommodation but do not have a notification letter, refer them to AEC.

A student's AEC Flexibility in Attendance accommodation should supersede a course's attendance policy. Instructors should not determine on their own whether to grant these accommodations – AEC has the final decision-making authority on accommodations. If instructors have concerns about an accommodation, or believe an accommodation is unreasonable, they should contact AEC.

RELIGIOUS OBSERVANCE ACCOMMODATIONS: The University of Oregon is committed to compliance with all applicable state and federal laws, and regulations relating to religious accommodations of its stakeholders, and respects the right of all students and employees to observe their religious holidays. The religious accommodation policy says that the “the university will make reasonable accommodations for students who are unable to attend a class due to a religious observance.

Students are responsible for completing a request for such accommodation by end of second week of term by using the form on this page. These absences should not count in a course attendance policy. For instance, if a course policy allows 3 absences before a grade penalty and a student misses 2 due to religious observance, they still have 3 allowable absences.

You can use the Religious Observances Calendar to identify events, classes, exams, or UO activities that may intersect with religious observances. Instructors should not determine on their own that a religious observance request is unreasonable. They should contact the Office of the Provost for guidance if they feel a request is unreasonable.

STUDENT ATTENDANCE AND UNIVERSITY SPONSORED EVENTS: Student participants (student-athletes, cheerleaders, band members, students attending academic events, etc.) in university-sponsored events may miss class during the term. This is particularly true in terms when certain sports are in season. Because they are missing class for university-sponsored activities, faculty are strongly encouraged to make pedagogically sound and justifiable accommodations that will enable the students to be successful in the classroom. However, this request has limits and conditions:

Students are to share with instructors at the beginning of every term a letter from a university employee that reports what events they are participating in and when they will be absent from class. It is the student’s responsibility to share this letter with their instructors and to discuss attendance conflicts in time to arrange for appropriate accommodations

In classes with substantial class participation, project or lab work, appropriate accommodations may not be possible. In those instances, the student should be informed that the course is not a good fit in a term with significant projected absences. Under no circumstances should the instructor offer an accommodation that is pedagogically unsound or that would be unavailable to other students. It is especially important that student-athletes in NCAA governed sports are not provided academic extra benefits. See policy here.

INCOMPLETE POLICY: This policy was completely revised by the University Senate in Spring of 2022. The policy defines when an incomplete is appropriate and the process for students and instructors to request an incomplete and for completing the required Incomplete contract.

DEAD WEEK: Faculty legislation controls assignments that may be required during the last week of regular classes, commonly known as Dead Week. Make sure your syllabus clearly specifies any project that will be due during Dead Week.

In the week preceding final examinations during fall, winter, and spring terms:
No examination worth more than 20% of the final grade will be given, with the exception of make-up examinations.

- No final examinations will be given under any guise.
- No projects will be due unless they have been clearly specified on the class syllabus within the first two weeks of the term.
- Take-home examinations will be due no earlier than the day of the formally assigned final examination for the class in question.

FINAL EXAMS: Final examinations must be given during the scheduled final examination period. Faculty legislation prohibits the early administration of final examinations. Final examination week is considered to be a part of the regular term, and to end the term prior to its scheduled date reduces instructional days to which students are entitled.

Students who are scheduled for more than three examinations within one calendar day may take the additional examination later in the week. The instructor of record for the course beyond the third examination, counting in the order the examinations are scheduled, will arrange for a makeup examination.
In the event that a student is scheduled for two or more exams at the same time, the following policies assist with resolving the conflict:

- For regular courses with examinations scheduled at the same time, the course with the largest enrollment must provide an alternate examination;
- For conflicts between regular courses and combined examinations, the combined examination course must provide the alternate examination;
- For combined examinations with conflicts, the largest combined enrollment course must provide the alternative examination.

Sincerely,

The Office of the Provost

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