

DRAFT (June 2023)

Teaching Policies, Procedures, and Supports

This page provides links to the original source documentation for UNO's teaching policies, whether from the Board of Regents, Academic Affairs, or Faculty Senate. Thus, the descriptions on this page are not new information or policy but provide one source for finding relevant information for your teaching activities.

Academic Calendar:

The **[Academic Calendar](https://www.unomaha.edu/registrar/academic-calendar.php)** (<https://www.unomaha.edu/registrar/academic-calendar.php>) is posted to ensure students have adequate feedback early enough in the semester to assess their academic progress in each course. Students without feedback and opportunities to consult with faculty may drop courses and jeopardize timely progress toward their degree.

Prep Week:

The last week of regularly scheduled classes during the fall and spring semesters is designated as **[Prep Week](https://www.unomaha.edu/campus-policies/prep-week.php)** (<https://www.unomaha.edu/campus-policies/prep-week.php>). Except for makeup examinations, tests in self-paced courses, or laboratory exams, no major examination accounting for more than 20% of a student's grade may be given during this period. Papers, projects, or presentations assigned at least two weeks in advance of Prep Week may be due during this period.

Final Exams:

Final exams must be offered during **[Final Exam week](https://www.unomaha.edu/registrar/faculty-and-staff/grading/grading-finals-schedule.php)** (<https://www.unomaha.edu/registrar/faculty-and-staff/grading/grading-finals-schedule.php>) at the time assigned by the Registrar. No final exams are to be given during the week prior or outside the assigned time.

Course Syllabi and Student Learning Outcomes:

Faculty are asked to post a syllabus for their course in Canvas. It is the first thing that students consult to learn about the course, and the department chair and the dean of the college ask for to arbitrate disputes. Faculty are advised to review the syllabus by the first class. The syllabus should include details about course content, prerequisites, drop deadlines, attendance policy, exam times, make-up policy, faculty office hours, and grading procedure. The more detailed the syllabus, the less challenge later. An important element of a course (and its syllabus) is determining the student learning outcomes (SLO). A student learning outcome is a formal statement detailing what a

student/learner should know or be able to do at the conclusion of the course or learning intervention. Course SLO's are found on the Master Syllabus which can be found using the [UNO-Courseleaf Course Inventory Management System](https://nextcatalog.unomaha.edu/courseadmin/) (CIM).

Faculty Office Hours:

[Board of Regents Policies](https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/board-governing-documents/board-of-regents-policies.pdf) require faculty to create regular office hours. The Collective Bargaining Agreement (3.1.3.3) delineates that unit members in departments with an instructional mission will maintain scheduled office hours each semester and will post the hours they will be available for discussion of assignments and examinations, advisement, and related matters. Each Unit Member will be available at frequent, regular, and scheduled times outside of class time for student consultation.

Student Attendance:

Regular attendance in coursework is important and current [attendance](https://www.unomaha.edu/campus-policies/student-attendance.php) policy guides student and faculty. Each faculty member has the responsibility to determine specific attendance policies for each course taught. On the first day of class, each faculty member will make available to each student a written statement of the specific attendance policy, if any, for that class including the role that attendance plays in the calculation of final grades.

Religious Observances:

All UNO offices are asked to be sensitive to the needs of faculty, staff, and students who are observing a religious holiday. UNO has a [policy](https://www.unomaha.edu/campus-policies/religious-observances.php) that recognizes the diverse faith traditions represented among its campus community and supports the rights of faculty, staff, and students to observe according to these traditions. Upon receipt of reasonable and advance notice from a student, faculty are asked to make appropriate accommodation for students' observance needs by providing an opportunity to make up any examination, study, or work requirement that is missed because of an absence due to a religious observance. Faculty are encouraged to consult with their academic dean and/or the Office of Academic Affairs if they have questions and/or if they need assistance in developing an appropriate accommodation for religious observances.

Discrimination, Sexual Harassment, and Title IX:

UNO is committed to providing a positive teaching, learning, and working environment, and operates consistent with Nebraska and US Law. Relevant policies include [Title IX, Sexual Harassment](https://www.unomaha.edu/office-of-equity-access-and-diversity/title-ix-harassment)

[information/index.php](#) , and [Discrimination Policies \(https://www.unomaha.edu/office-of-equity-access-and-diversity/_docs/grievance-procedure.pdf\)](https://www.unomaha.edu/office-of-equity-access-and-diversity/_docs/grievance-procedure.pdf) .

Chosen Name and Gender Identity:

All members of the University of Nebraska community may use a chosen name to identify themselves where possible and appropriate. [Executive Memorandum No. 40 \(https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/executive-memorandum/policy-on-chosen-name-and-gender-identity.pdf\)](https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/executive-memorandum/policy-on-chosen-name-and-gender-identity.pdf) is the policy in that applies to all UNO students, faculty and staff who may identify and use a Gender Identity instead of, or in addition to, their sex where possible and appropriate.

Accommodations:

The [Accessibility Services Center \(https://www.unomaha.edu/student-life/accessibility/index.php\)](https://www.unomaha.edu/student-life/accessibility/index.php) (ASC) works specifically with students who have a documented disability.

Please add this statement to all syllabi unless the courses include field placements or study abroad components: Reasonable accommodations are provided for students who are registered with Accessibility Services Center (ASC) and make their requests sufficiently in advance. For more information, please contact ASC (Location: HK 104, Phone: 402.554.2872, Email: [unoaccessibility@unomaha.edu \(mailto:unoaccessibility@unomaha.edu\)](mailto:unoaccessibility@unomaha.edu))

For courses that include a field placement: Reasonable accommodations are provided for students who are registered with Accessibility Services Center (ASC) and make their requests sufficiently in advance. For more information, please contact ASC (Location: HK 104, Phone: 402.554.2872, Email: [unoaccessibility@unomaha.edu \(mailto:unoaccessibility@unomaha.edu\)](mailto:unoaccessibility@unomaha.edu)) In addition to accommodations in the classroom, the ASC helps coordinate accommodations for students with disabilities at practicum sites, internships, service learning experiences, or other field placements. It is important to speak with an ASC representative early in the site selection process. Please make an appointment with ASC well in advance of the field placement to ensure that reasonable accommodations can be made.

For courses that include study abroad: Reasonable accommodations are provided for students in the Education Abroad program who are registered with Accessibility Services Center (ASC) and make their requests sufficiently in advance. Students should contact ASC at least three months prior to the start of the study abroad program to ensure that coordination of services can occur between the student, ASC, and Education Abroad office. Accommodations may not be possible for all programs and locations. For more information, please contact ASC (Location: HK 104, Phone: 402.554.2872, Email: [unoaccessibility@unomaha.edu \(mailto:unoaccessibility@unomaha.edu\)](mailto:unoaccessibility@unomaha.edu)).

Medical Supervision:

Medical Supervision allows students to regain lost attendance points and make up assignments and exams that were missed during excused absences. A letter or other documentation from the student's provider is submitted to the Accessibility Services Center (ASC) to establish the date(s) or date range(s) that the student was under medical care and unable to attend class. The ASC will send emails to professors excusing student absences for those dates. Students do not need to be registered with ASC to receive medical supervision.

Academic Integrity:

The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found responsible for violating this [policy \(https://www.unomaha.edu/campus-policies/academic-integrity.php\)](https://www.unomaha.edu/campus-policies/academic-integrity.php) shall be subject to both academic and disciplinary sanctions. Under the Bylaws of the Board of Regents of the University of Nebraska [Sections 2.9 and 4.1(i)], the respective colleges of the University have jurisdiction over procedural matters concerning academic dishonesty. Just as the task of inculcating values of academic honesty resides with the faculty, the faculty is entrusted with the discretionary authority to decide how incidents of academic dishonesty are to be resolved.

Behavior, Rights and Responsibilities of Students:

Per the [Board of Regents Policy \(https://www.unomaha.edu/registrar/students/after-enrollment/behavior.php\)](https://www.unomaha.edu/registrar/students/after-enrollment/behavior.php), students, like all members of the academic community, have the responsibility to create a supportive educational environment. Disruptions in the classroom environment impact everyone. Faculty encountering challenges are encouraged to refer matters to the [UNO Care Team \(https://www.unomaha.edu/student-life/student-safety/how-to-report/uno-care-team.php\)](https://www.unomaha.edu/student-life/student-safety/how-to-report/uno-care-team.php).

Student Code of Conduct:

This [policy \(https://www.unomaha.edu/student-life/student-conduct-and-community-standards/policies/code-of-conduct.php\)](https://www.unomaha.edu/student-life/student-conduct-and-community-standards/policies/code-of-conduct.php) details the university obligation to maintain conditions under which the work of UNO can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression, with full recognition by all concerned of the right and privileges, as well as the responsibilities, of those who comprise the UNO community.

Confidentiality:

A student has a right to confidential distribution of grade information as the federal Family Education Rights and Privacy Act (FERPA) of 1974, affords students certain rights with respect to their education records.

Recording of Classroom Activities:

This [policy \(https://www.unomaha.edu/campus-policies/recording-of-classroom-activities.php\)](https://www.unomaha.edu/campus-policies/recording-of-classroom-activities.php) supports the reasonable expectation of privacy for both student and faculty. Students may not

make audio or video recordings of, or livestream, any classroom activity, including lectures, without express written consent from the course instructor or if a student has an approved accommodation that requires recording.

Testing Center:

The **Testing Center** (<https://www.unomaha.edu/enrollment-management/testing-center/index.php>) provides high quality testing services to UNO students, faculty, staff, for national exams, credit for prior learning exams, and course exams.

Ombuds Services:

Ombuds Services (<https://www.unomaha.edu/ombuds-services/index.php>) is a resource for any member of the UNO community with a university-related problem or conflict. The Ombuds provides a confidential, neutral space to discuss conflicts, problems, or any troubles with the university or its policies or procedures.

Automated Course Evaluations (ACE):

The ACE is conducted for every academic course at UNO. Students are surveyed at the end of every semester. ACE is administered by the Systems Intelligence & Data Analytics (SIDA) office, which also makes the data available to faculty and departments.

Emergency Messages:

The safety and well-being of our students, faculty and staff is our first priority. UNO has several methods to communicate emergency messages or update the university on campus closings or emergency status. Helpful links can be found on this page for more information.

Online Grade Changes:

In order to change a grade for a past term outside of the grading window, the instructor will need to complete a Change of Grade form and submit it to the Office of the University Registrar. This form can be completed online in MavLINK if the course was completed within the last five years. View instructions [here \(https://www.unomaha.edu/registrar/documents/tutorials/online-change-of-grade-form.pdf\)](https://www.unomaha.edu/registrar/documents/tutorials/online-change-of-grade-form.pdf).

Laptop & MiFi Checkout:

Reliable access to internet and a computer is critical for both faculty and students. Equipment is available for semester-long checkout at the ITS help desk. To learn more or request equipment, visit our [website \(https://www.unomaha.edu/news/2020/10/it-equipment-checkout-available-for-students.php\)](https://www.unomaha.edu/news/2020/10/it-equipment-checkout-available-for-students.php).

Links for Additional Policies, Procedures, and Resources

Registration and Grading

- [Rigor Policy Guidelines \(https://www.unomaha.edu/academic-affairs/files/documents/policies/rigor-statement.pdf\)](https://www.unomaha.edu/academic-affairs/files/documents/policies/rigor-statement.pdf)
- [Adding, Swapping, Dropping, or Withdrawing from Courses \(https://www.unomaha.edu/registrar/students/after-enrollment/adding-swapping-dropping-or-withdrawing-from-a-course.php\)](https://www.unomaha.edu/registrar/students/after-enrollment/adding-swapping-dropping-or-withdrawing-from-a-course.php)
- [Graduate Studies \(https://www.unomaha.edu/graduate-studies/index.php\)](https://www.unomaha.edu/graduate-studies/index.php)
- [Repeating Courses \(https://www.unomaha.edu/registrar/students/during-enrollment/repeating-courses.php\)](https://www.unomaha.edu/registrar/students/during-enrollment/repeating-courses.php)
- [Grading Information \(https://www.unomaha.edu/registrar/faculty-and-staff/grading/grading-finals-schedule.php\)](https://www.unomaha.edu/registrar/faculty-and-staff/grading/grading-finals-schedule.php)
- [Grading Policy \(https://www.unomaha.edu/registrar/faculty-and-staff/grading/grading-policy.php\)](https://www.unomaha.edu/registrar/faculty-and-staff/grading/grading-policy.php)
- [Academic Amnesty \(https://www.unomaha.edu/registrar/students/grading-grades/academic-amnesty.php\)](https://www.unomaha.edu/registrar/students/grading-grades/academic-amnesty.php)
- [Audit & CR/NC Courses \(https://www.unomaha.edu/registrar/faculty-and-staff/grading/audit-crcn.php\)](https://www.unomaha.edu/registrar/faculty-and-staff/grading/audit-crcn.php)
- [Incomplete Grades \(https://www.unomaha.edu/registrar/faculty-and-staff/grading/incomplete.php\)](https://www.unomaha.edu/registrar/faculty-and-staff/grading/incomplete.php)
- [F FW Grading Policy \(https://www.unomaha.edu/registrar/faculty-and-staff/grading/ffw-grading-policy.php\)](https://www.unomaha.edu/registrar/faculty-and-staff/grading/ffw-grading-policy.php)
- [Grading Scales \(https://www.unomaha.edu/registrar/students/grading-grades/uno-grading-scale.php\)](https://www.unomaha.edu/registrar/students/grading-grades/uno-grading-scale.php)
- [Student Appeals Process \(https://www.unomaha.edu/registrar/faculty-and-staff/additional-information/student-appeals-process.php\)](https://www.unomaha.edu/registrar/faculty-and-staff/additional-information/student-appeals-process.php)
- [Dispute a Grade \(https://www.unomaha.edu/registrar/students/grading-grades/dispute-a-grade.php\)](https://www.unomaha.edu/registrar/students/grading-grades/dispute-a-grade.php)
- [Probation, Suspension, and Dean's Lists \(https://www.unomaha.edu/registrar/faculty-and-staff/additional-information/probation-suspension-deans-list.php\)](https://www.unomaha.edu/registrar/faculty-and-staff/additional-information/probation-suspension-deans-list.php)

Teaching Resources

- [Canvas \(https://canvas.unomaha.edu\)](https://canvas.unomaha.edu)
- [International Student Advising \(https://www.unomaha.edu/international-studies-and-programs/student-support/advising.php\)](https://www.unomaha.edu/international-studies-and-programs/student-support/advising.php)
- [Academic Supports \(https://www.unomaha.edu/academics/support/index.php\)](https://www.unomaha.edu/academics/support/index.php)
- [Academic Calendar \(https://www.unomaha.edu/registrar/academic-calendar.php\)](https://www.unomaha.edu/registrar/academic-calendar.php)
- [Digital Learning \(https://www.unomaha.edu/academic-affairs/digital-learning/index.php\)](https://www.unomaha.edu/academic-affairs/digital-learning/index.php)
- [Service Learning \(https://www.unomaha.edu/service-learning-academy/index.php\)](https://www.unomaha.edu/service-learning-academy/index.php)

- ♦ **Center for Faculty Excellence (<https://www.unomaha.edu/faculty-support/index.php>)**