

Teaching Policies, Procedures, and Resources

This document is intended to highlight and aggregate the policies and procedures on the UNO campus in support of teaching and learning. This information can serve as a resource to help you prepare for the semester and academic year. For reference, this document provides links to the original source documentation for UNO’s policies, whether from the Board of Regents, Academic Affairs, Student Affairs, or Faculty Senate. Thus, the descriptions in this document are not new information or policy but provide one source for finding relevant information for your teaching activities.

Thank you for all you will be doing to welcome our students back to campus this semester. *To support students, **please post your course information on Canvas and make the course available to enrolled students no later than August 15th** so students can plan their semester accordingly.*

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Academic Calendar: The Academic Calendar 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.

For the Fall 2022 semester, these dates are:

Aug. 22: Classes begin

Aug. 29: Last date to drop course without any letter grade on transcript & 100% refund

Sept. 4, 11, 18: Last dates to drop course, with a “W”, and 75%, 50%, 25% refund

Sept. 5: Labor Day Holiday

Oct. 17-18: Fall Break, no classes (UNO offices open)

Nov. 4: Last day to drop a course and receive a “W” letter grade and
Last day to request CR/NC grading

Nov. 23-27: No Classes (UNO offices open Nov 23)

Dec 5-10: Prep Week

Dec 12-15: Final Exams

Prep Week: The last week of regularly scheduled classes during the fall and spring semesters is designated as Prep Week. 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 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 required 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 (CIM).

Faculty 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. This requirement applies to all course modalities: in person, online, remote, hybrid.

Faculty Availability: The University of Nebraska at Omaha is a public, metropolitan university committed to be one of the nation’s premier undergraduate institutions with excellent graduate education, scholarship, and public service. As we transition back to on-campus operations this fall it is the deans' expectation--with endorsement of the Senior Vice Chancellor --that faculty

teach, research, and provide service necessary for a successful University program. Faculty are expected to meet in-person obligations (teaching, office hours, research, service) as assigned and deemed reasonable by their chair and Dean (within the standards approved by the Senior Vice Chancellor, Chancellor, the President, and the Board; BOR Bylaws 3.4.4 and the Collective Bargaining Agreement). Faculty teaching online courses are still expected to maintain an in-person presence in meeting their other duties, including office hours, service obligations, and departmental or college meetings. Faculty who are asking for exceptions to this policy must have their requests reviewed and considered for approval by their respective Department Chair/Director and Dean.

Attendance: Regular attendance in coursework is important and current attendance policy guides student and faculty. The individual instructor has responsibility for managing student attendance and for communicating at the beginning of each semester those class attendance policies which prevail in that course that are in accordance with the current campus policy.

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 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, and Discrimination Policies.

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 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 (ASC) works specifically with students who have a documented disability. On receipt of valid documentation from a qualified healthcare provider, ASC will determine eligibility and appropriate accommodations to support student learning, campus engagement, and residential life. AIM (Accessibility Information Management) is an accommodation management system that allows instructors access to a secure online services portal. Logins require a UNO single sign-on with Duo authentication, and there is a wide array of information available to faculty on the portal, including lists of accommodated students sorted by course, student accommodation plan notifications, and instructor/student accommodation agreements. This information is also on the ASC Faculty/Staff Resource portion of the website.

Syllabus Statements – The following statement is required on all course syllabi: *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)*

For courses that include a field placement, the following statement is required on course syllabi: *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) 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, the following statement is required on course syllabi: *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).*

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: Faculty Senate policy on academic integrity and individual college guidelines will ensure due process to the student and instructor in the event of suspected cheating or academic dishonesty.

Behavior, Rights and Responsibilities of Students: Per the Board of Regents Policy, 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 Behavioral Review Team.

Student Code of Conduct: This policy 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 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 is to provide high quality testing services to UNO students, faculty, staff, for national exams, placement exams, and course exams.

Ombuds Services: Ombuds Services 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 Office of Institutional Effectiveness, which also makes the data available to faculty and departments.

Weather Response: 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. Given President Carter's recent issuance of HR-04 regarding delivery of courses and services remotely during winter weather days, the Center for Faculty Excellence has developed tips for ensuring Instructional Continuity.

Digital Learning Resources

Keep Teaching Resource Site

Providing 24x7 access to tutorials, guides, and materials that will help you design and troubleshoot within your digital course. *keep-teaching.unomaha.edu* or located on your Canvas dashboard

Drop-In Support Available

Get immediate assistance and support from a member of our UNO Digital Learning team in EAB113 or via Zoom every weekday of the semester from 9-4. Extended evening hours (4-7 pm) are available Mondays/Tuesdays at the start of the term - on Aug 15, 16, 22, 23, 29 and 30 - via Zoom. For live virtual support, visit <https://tiny.cc/UNODigitalLearning>.

Classrooms Tech & Training

Many classrooms at UNO have received tech upgrades in the past 18 months to add Zoom-enabled flexibility. To "test drive" new classroom technology with a member of the Digital Learning team, visit: <http://tiny.cc/UNODigitalLearningBooking>. To View specific classroom technology: <https://nebraska.edu/classrooms>.

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 services page at <https://services.unomaha.edu> and select the Equipment Checkout – UNO link.”

Additional Policies, Procedures, and Resources

| Registration and Grading | Policy URL |
|---|---|
| Rigor Policy Guidelines | 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 |
| Graduate Studies | https://www.unomaha.edu/graduate-studies/index.php |
| Repeating Courses | 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 |
| Grading Policy | 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 |
| Audit & CR/NC Courses | https://www.unomaha.edu/registrar/faculty-and-staff/grading/audit-crnc.php |
| Incomplete Grades | 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 |
| Grading Scales | 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 |
| Dispute a Grade | 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 |
| Teaching Resources | URL |
| Canvas | https://www.unomaha.edu/information-technology-services/instructional-technology/canvas/ |
| International Student Advising | https://www.unomaha.edu/international-studies-and-programs/student-support/advising.php |
| Academic Supports | https://www.unomaha.edu/academics/support/index.php |
| Academic Calendar | https://www.unomaha.edu/registrar/academic-calendar.php |
| Digital Learning | https://www.unomaha.edu/academic-affairs/digital-learning/index.php |
| Service Learning | https://www.unomaha.edu/service-learning-academy/index.php |
| Center for Faculty Excellence | https://www.unomaha.edu/faculty-support/index.php |