MEMORANDUM

TO: Faculty and Teaching Assistants  
CC: Academic Deans,  
     Dr. Sarah Edwards, Assistant Vice Chancellor for Curriculum and Programs  
FROM: Sacha Kopp, Senior Vice Chancellor Academic Affairs  
DATE: January 18, 2022  
SUBJECT: Teaching Policies, Procedures, and Resources

Happy new year and welcome back to campus! This memo was originally sent at the beginning of the academic year and is intended to highlight and aggregate the policies and procedures on the UNO campus in support of teaching and learning. As we have new faculty joining us this semester, we are resending the information in the hopes that everyone has an opportunity to have this information as a resource to help you prepare for the semester. For reference, this memo 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 memo are not new information or policy but provide one source for finding relevant information for your teaching activities.

As a reminder, this memo does not address specific issues with respect to public health protocols in the classroom and learning environment due to the COVID 19 pandemic. Please refer to the Maverick Covid Response page for up-to-date information and policies, which may evolve as the pandemic warrants. For further clarification, please consult your college dean’s office, or Dr. Sarah Edwards in the Office of Academic Affairs.

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 Wednesday, January 19th 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 Spring semester, these dates are:
- Jan 24: Classes begin
- Jan 31: Last date to drop course without any letter grade on transcript & 100% refund
- Feb 6, 13, 20: Last dates to drop course, with a “W”, and 75%, 50%, 25% refund
- Mar 12-16: Spring Break, no classes (UNO offices open)
- Apr 15: Last day to drop a course and receive a “W” letter grade and
- Last day to request CR/NC grading.
- May 5-6: Study Days, no classes
- May 9-13: 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.

**Study Days:** The final two days of Prep Week are designated as Study Days, during which organized classes do not meet and no new content can be assigned. For the 2021-2022 academic year, laboratories may require attendance during Study Days and will state expectations for Study Days on the course syllabus. Office hours and optional review sessions may be offered during Study Days.

**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:** Board of Regents Policies 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. This requirement applies to all course modalities: in person, online, remote, hybrid. In order to be available to students both on campus or online, faculty are required to be on campus in their offices during scheduled office hours.

**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, Dean and the Senior Vice Chancellor.

**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.

**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 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, including students who are at an increased risk for severe illness due to certain underlying medical conditions as defined by the Center for Disease Control (CDC). On receipt of valid documentation from a qualified healthcare provider, ASC will determine eligibility and appropriate COVID-19 related accommodations. Please note, it will be necessary for most students to provide specific documentation from a qualified healthcare provider to assist in determination of eligibility for accommodations.

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 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.

**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.

**Digital Learning Supports**

*Keep Teaching Resource Site*
Providing 24x7 access to tutorials, guides, and materials that will help you design and troubleshoot within your digital course. keepteaching.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 16, 17, 23, 24, 30 & 31 - 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/UNOClassroomTestDrive to view specific classroom technology, visit: https://nebraska.edu/classr.

*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.
## Links for Additional Policies, Procedures, and Resources

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