

MEMORANDUM

TO: Faculty and Teaching Assistants

FROM: Sacha Kopp, Senior Vice Chancellor Academic Affairs

DATE: August 7, 2020

SUBJECT: Teaching Policies, Procedures, and Resources

Welcome to the Fall 2020 semester! This memo is intended to highlight and aggregate in one place some of the policies and procedures on the UNO campus in support of teaching and learning. This information may be helpful as you prepare for this both the semester and the academic year.

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 language/policy, and in fact repeat the relevant source documentation.

Whether a new-comer to UNO, like myself, or a long-standing member of the UNO faculty, it is hoped that this resource is helpful in finding relevant source information for your teaching activities.

Thank you for all you will be doing for our students this semester. This is an exceptional time, and your dedication to their success is what makes the Maverick community so very special.

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Policies Specific to Fall 2020:

Posting of Course Meeting Expectations on Canvas- The fall schedule was modified substantially after it was first posted for students in March and therefore, students will need additional information from you to plan their course schedules. As in-person (001) and hybrid (860) sections will have additional meeting patterns (e.g. students who attend on week A but not B) students will need to plan when they will be on campus. To support students, please post your course meeting information on Canvas and make the course available to enrolled students no later than August 20th so students can plan their time accordingly.

In addition, please let students know how you will be following the posted Academic Calendar. For this semester (only), faculty may choose, subject to dean's approval, to conclude a course at Thanksgiving (teaching through Fall Break and Labor Day), or conclude a course on schedule (with no teaching on Labor Day and Fall Break). For those electing to teach on Labor Day and Fall Break, instruction should occur remotely to permit student travel.

De-Densified Campus- Two principles guided our thinking in offering the curriculum on a "de-densified" campus this Fall: (1) We want to encourage social distancing in our classes, with students not packed in close quarters wherever possible. (2) We want to reduce the number of individuals a student, faculty, or staff member will interact with in a single week.

For purposes of coordinating schedules, the following definitions were used:

- In-Person instruction ("001 sections") will refer to instructors and students attending synchronous classes on either the Scott or Dodge campuses, or, in the case of practica, field work, internships, service learning, or flight training, at community locations, subject to public health conditions.
- Remote instruction ("820 sections") will refer to instructors and students meeting synchronously using video/digital technology at the scheduled times.
- Hybrid ("860 sections") will refer to a mix of in-person instruction and either remote or online instruction, with guidance from HLC that in-person instruction will not exceed 11.25 contact hours per semester (25% of HLC contact hrs)
- Online instruction ("850 sections") will refer to asynchronous instructor-student interactions using digital technology to make academic content available to students, with students able to interact with each other and the instructor at flexible hours.

Courses with prior-year enrollments >25 students/section were asked to develop alternatives (820, 850, or 860 sections) to in-person instruction.

ITS Support-

Several resources have been created to support faculty as we moved into remote mode in Spring 2020 and continue on in a de-densified capacity into Fall 2020, leveraging a blend of on-campus, remote, hybrid and online courses. KeepTeaching, which is available for all faculty within Canvas or at keep-teaching.unomaha.edu, is designed to provide faculty with a wide range of resources for teaching online and utilizing technology in the virtual or face-to-face classroom. This content is not only designed to help you get started with the technology, but also as you seek to do more and more with these tools throughout the semester. In addition, KeepLearning, which is available for all students within Canvas on the main lower left gray bar or at keep-learning.unomaha.edu, provides your students with a guide

for navigating the academic technology we use at UNO, including Canvas, VidGrid, Zoom and Respondus. By directing students to KeepLearning, you can save yourself time and leverage existing support resources for students rather than recreating them yourselves in each class you teach. Finally, if you are scheduled to teach on-campus this Fall, we highly recommend that you do not make assumptions about the technology that exists in the classroom in which you are assigned. While some rooms are equipped with full room Zoom-enabled functionality, which allows students to join either remotely or in person and have a similar experience, not all rooms have this type of technology and may limit the options you are hoping to provide for students. A [Classroom Resource Center](#) is being created to walk you through how to use technology in classrooms being utilized this Fall. If you need additional support or have questions about teaching with technology, the Digital Learning team is available to assist at uno.its.digitallearning@unomaha.edu or through [virtual drop-in assistance](#) for faculty Monday through Friday from 9-4, with additional evening hours offered on Mondays and Tuesdays between August 17th and September 4th from 4-7 pm.

Mode of Instruction- For faculty, the individual decisions to work from home and teach classes online or remotely was made prior to July 15 when course schedules were finalized and communicated to students. Modifications to this course schedule must be made with the relevant dean and the office of the Senior Vice Chancellor, with an appropriate communication plan for students impacted by these changes.

Attendance Policy- This temporary policy was recommended by Faculty Senate on March 11, 2020 and approved by the University of Nebraska at Omaha on March 16, 2020. Students will not be required to provide supporting documentation to justify absences which are a result of an illness or a concern of illness. Faculty are strongly encouraged to work with their students in their courses so that students can make up assignments that are missed due to illness or concern about illness. Students should notify their instructors in advance of the absence if possible and should keep up with classwork if they are able to do so. <https://www.unomaha.edu/campus-policies/interim-student-attendance.php>

COVID Related Flexibility- This semester, we anticipate some students may have reservations about their presence on campus due to personal vulnerability or vulnerability of those in their places of residence. Faculty are asked to work with students to address COVID-related flexibility requested by students. If either the student or faculty feels the requested COVID-related flexibility is inappropriate or does not meet expectations, the BRT Form is available for additional support and remediation at: https://cm.maxient.com/reportingform.php?UnivofNebraskaOmaha&layout_id=10

Contingency Planning- Faculty who must quarantine should work with their department chair/school director to develop contingency plans for their courses, which may include substitute instructors coordinated by their department, or alternate teaching modalities that allow for remote/online work during the quarantine period. These adjustments should be coordinated by the department/school, in consultation with and approved by the dean

Experiential Learning Expectations- Due to continued outbreak of COVID-19 in most areas of the world and the U.S., including the state of Nebraska, the University of Nebraska urges caution for students participating in in-person experiential learning activities during the Fall of 2020. Students who choose to participate in in-person activities this Fall must be aware of the

potential risks that exposure to the novel virus poses to their health and safety, that the University of Nebraska is not able to lessen those risks, and that participation in those in-person activities does not create any liability on behalf of the University of Nebraska. The University encourages students and UNO programs to work with any non-University organizations through which the student will be completing in-person experiential learning activities to explore methods of completing those activities through remote or other non in-person means. The University encourages all students to know, understand, and follow the guidance from local governments and local health departments in the area where students may be participating in in-person activities, particularly since that guidance can change rapidly.

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. Click [Documentation Guidelines](#) to learn about the specific information needed to assist in the determination of student 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 needed to establish the date(s) or date range(s) that the student was under medical care and unable to attend class. 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.

Standing Academic Policies at UNO

Academic Calendar: Faculty are asked to be acquainted with the academic calendar, and ensure students have adequate feedback early enough in the semester to assess their progress in your course. Students without feedback and opportunities to consult with faculty may drop courses and jeopardize timely progress toward their degree.

<https://www.unomaha.edu/registrar/academic-calendar.php>

For the Fall semester, these dates are:

Aug. 24: Classes begin

Aug. 30, Last date to drop course without any letter grade (W) on transcript & 100% refund

Sept. 6, 13, 20: Last dates to drop course, with a "W", and 75%, 50%, 25% refund

Sept. 7: Labor Day Holiday

Oct. 19-20: Fall Break, no classes

Nov. 6: Last day to drop a course and receive a "W" letter grade

Nov. 6: Last day to request CR/NC grading.

Nov. 25-27: No Classes (UNO offices open Nov 25)

Dec 7-12: Prep week, no major exams or projects.

Dec 14-17: Final Exams

CR/NC Grading- Students may elect to request “Credit/No-Credit” grading for a course in lieu of a letter grade. Beginning Fall 2020, a revised policy has been adopted: A student seeking CR/NC grading needs written permission from an academic advisor. The Instructor of Record will be notified (eForm FYI notification) when the request has been processed by the Registrar’s Office. The deadline to request CR/NC will coincide with the last date to withdraw.

- Grade appeals would follow regular departmental processes.
- This would be applied to all terms, including summer.

Each college and department has the final authority in determining the extent of its participation in the program.

- All students should be made aware of the applicability of this program in the college in which they are enrolled.
- A minimum grade of “C-” is required to receive credit (for CR/NC courses).
- A maximum of 24 hours may be taken for university credit on a Credit/No-Credit basis. This privilege may be restricted by each department or college.
- Waiver of prerequisites for courses taken on a Credit/No-Credit basis shall be determined by the department offering the course.
- Those students with less than 58 semester hours of academic credit earned may not take more than two courses during a regular semester and not more than one course during a summer session on a Credit/No-Credit basis.
- A grade of No-Credit will be recorded on a student’s record for grades that are below C- but will not be included in determining the cumulative grade point average.

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 day. 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 bigger the syllabus, the less challenge later.

<https://www.unomaha.edu/registrar/alumni-and-guests/past-course-descriptions-and-syllabi.php>

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. https://www.unomaha.edu/academic-affairs/_files/documents/curriculum/slo-guidelines-epac-2019.docx

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 (other than class times) for student consultation. This requirement applies to all course modalities (in person, online, remote, hybrid). https://www.unomaha.edu/academic-affairs/_files/documents/compliance/collective-bargaining-agreement.pdf

Interim Policy on Recordings of Classroom Activities: Students may not make audio or video recordings of, or livestream, any classroom activity, including lectures, without express prior written consent from the course instructor or if a student has an approved accommodation

that requires recording. Details may be found at: <https://www.unomaha.edu/campus-policies/interim-policy-recording-of-classroom-activities.php>

Academic Integrity: Acquaint yourself carefully with Faculty Senate policy on academic integrity. When you have suspicions about student cheating or dishonesty, following this policy and your college's guidelines will ensure due process to the student and to you as instructor. Details may be found at:

<https://catalog.unomaha.edu/graduate/academic-integrity/academic-integrity-procedures/>

Academic Amnesty: Academic Amnesty allows students to restore their academic standing by eliminating previous academic credits below Credit or C grade from the current Grade Point Average (G.P.A.). Each college has established a policy and procedure for students who wish to declare academic amnesty for one or more semesters. Students should read the Academic Amnesty policy for their college or contact their Dean's office. Students who declare Academic Amnesty are not eligible to graduate with honors. Details found at:

<https://www.unomaha.edu/registrar/students/grading-grades/academic-amnesty.php>

Testing Center: The Testing Center is to provide high quality testing services to UNO students, faculty, staff, both for national exams, placement exams, and course exams:

<https://www.unomaha.edu/enrollment-management/testing-center/index.php>

Behavior, Rights and Responsibilities of Students: Per the Board of Regents Policies, students, like all members of the academic community, have the responsibility to create and support an educational environment. Disruptions in the classroom environment impact everyone. The Board Policy is cited here: <https://www.unomaha.edu/registrar/students/after-enrollment/behavior.php> Faculty encountering challenges are encouraged to refer matters to the Behavioral Review Team: <https://www.unomaha.edu/student-life/student-safety/how-to-report/behavioral-review-team.php>

Student Code of Conduct: The university has an 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: <https://www.unomaha.edu/student-life/student-conduct-and-community-standards/policies/code-of-conduct.php>

Confidentiality: A student has a right to confidential distribution of grade information. Please see the policy at: <https://www.unomaha.edu/campus-policies/confidentiality-statement.php>.

As a related matter, the federal Family Education Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records:

<https://nextcatalog.unomaha.edu/undergraduate/about-uno/ferpa/>

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 where it is safe to discuss conflicts, problems, or any troubles you might have with the university or its policies or procedures.

<https://www.unomaha.edu/registrar/alumni-and-guests/past-course-descriptions-and-syllabi.php>

Automated Course Evaluations (ACE): The Automated Course Evaluation 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. For more information, as well as FAQs, please consult: <https://www.unomaha.edu/institutional-effectiveness/course-evaluation/index.php>

Discrimination, Sexual Harassment, and Title IX: The University of Nebraska at Omaha 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 Policies](#), and [Discrimination Policies](#).

Religious Observances: Religious holy days and observances sometimes conflict with class and examination schedules. At present, no formal policy exists on the UNO campus regarding such circumstances. In light of this, faculty are merely asked to consider, if a student misses an examination, assignment, or project due to the observance of a religious holy day, the student be given an opportunity to complete the work within a reasonable time after the absence, provided that the student has properly notified each instructor in advance. Though no policy exists formally, such a practice recognizes the wide array of backgrounds and traditions of our student body.

Prep Week: The last week of regularly scheduled classes during fall and spring semesters is designated as Prep Week. Except for makeup examinations, tests in self-paced courses, post-tests in the English Composition Program or laboratory exams, no major examination (accounting for more than 20 percent of a student's grade) may be given during this period. Papers, projects or presentations assigned well in advance (at least two weeks) of Prep Week may be due during this period.

<https://www.unomaha.edu/registrar/faculty-and-staff/grading/grading-finals-schedule.php>

Final Exams: To best accommodate students, the UNO Office of the University Registrar has developed the Final Exam Schedule available on our website. Any changes to the published exam time must receive approval from the Associate Vice Chancellor for Academic Affairs. <https://www.unomaha.edu/registrar/students/after-enrollment/final-exam.php>

Links for 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 Students	https://www.unomaha.edu/graduate-studies/prospective-students/academic-policies.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
Prep Week Policy	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
Final Exam Policy	https://www.unomaha.edu/registrar/students/after-enrollment/final-exam.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/_documents/FFWGrading%20Policy.pdf
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
Keep Teaching	Keep Teaching (Resources for Faculty)
Keep Learning	Keep Learning (Resources for Students)