# AS&E Spring 2023 Academic Policies

The document below outlines policies for AS&E courses at the undergraduate and graduate level for Spring 2023. Questions on these policies can be sent to Alan Czaplicki (alan.czaplicki@rochester.edu) in the Dean's Office (undergraduates) or Kris Lantky-Eaton (kristina.lantzky-eaton@rochester.edu) in Graduate Education and Postdoctoral Affairs (graduates).

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# Instructional Policies for Spring 2023

### Student Arrival in Spring 2023

Currently, students are expected to be back on campus at the start of the semester (January 11). At this point, the only concern is for students who have been in China, Hong Kong or Macau in the past days. For these students, the CDC has issued COVID-related requirements related to travelling back to campus. It is expected that this will not cause significant difficulties for students, but the Dean's Office will send out an update if this changes. As in past semester, instructors are expected to show short-term flexibility in attendance and access to course materials for students indicating travel difficulties from these countries.

Students will not be allowed to learn remotely for the semester except as outlined below. **Instructors who receive requests directly from students to learn remotely for all or part of the semester should not approve these requests.** Please direct undergraduate students to their advisor in the College Center for Advising Services, and graduate students to the Graduate Education office, to obtain assistance.

Students who believe that they have a medical condition preventing them from attending in person may submit a request for an accommodation with Disability Resources. Students should follow the procedures outlined at the Disability Resources website, including the submission of supporting documentation. All requests will be evaluated on a case-by-case basis; as with all requests, this does not guarantee that an accommodation will be granted.

Graduate students who have completed their formal coursework, may petition the Dean of Graduate Education for *in absentia* status according to the normal procedure. Please note that the support of your advisor, and a clear plan for facilitating research on your dissertation, are required in order for a petition to be successful.

### Course Modality in Spring 2023

All AS&E courses will be conducted in person in Spring 2023.

As in past semesters, there may be some instructors interested in adding an online element to their courses. This may be due to the structure of the course or based on successful online learning techniques from previous semesters, i.e., when there is evidence of positive effects on student learning from previous semesters or pedagogical studies. **The Dean's Office supports these innovations as long they do not exceed 33% of the contact hours for the course, and with the approval of the instructor's department or program.** "Contact hours" are defined as faculty-led instructional time, i.e., the time that instructors (or other instructional staff) spend in direct engagement with students in the course.

Note that blended learning techniques such as "flipped classrooms" will also be allowed without Dean's Office approval. In contrast to the above, these techniques typically re-organize traditional course activities (lectures, discussions, reading, etc.) without replacing in-person class time with solely online content.

The standard above is considered a minimum standard at the school level. Departments and programs can set more stringent standards if desired. Instructors should contact their department or program chair if unclear on departmental or program expectations.

**Instructors who feel that they have a strong pedagogical reason to teach more of their course online beyond the standards set above must receive permission in advance of the semester.** The Dean's Office requests that these instructors first contact their department chair or program director to obtain their support. If the chair/director supports the request, they should forward to Alan Czaplicki (alan.czaplicki@rochester.edu) for review by the AS&E deans. These requests should clearly outline the educational benefit to students of exceeding the standard for online content.

Instructors who believe that they have a medical condition that prevents them from providing in-person instruction should request a disability accommodation through the Office of Disability Resources. Information on this process can be found at this link.

Accommodations for Students with COVID or related illnesses

The Provost's Office has asked that all instructors be prepared to accommodate students who are experiencing COVID symptoms. In addition, the AS&E dean's office asks that this same flexibility be provided to any students indicating illness from influenza, colds, or other infectious diseases. As in past semesters, both offices are placing a high priority on reducing the transmission of illness between instructors, students, and staff. See this link for COVID-related guidance for students starting Fall 2022, including rules about "isolating in place" when experiencing symptoms.

**Although continuing to encourage flexibility on the part of instructors, the Dean's Office has relaxed requirements around course attendance policies.** Instructors will be allowed to set parameters around illness notifications (e.g. requiring prior notification whenever possible), excused and unexcused absences, and to request documentation or other evidence of illness from students. However, instructors should also be aware that UHS will not necessarily be in a position to offer verification of illness, limiting the ability of students to provide official documentation in some cases. **In addition, instructors are no longer required to provide Zoom access and recording of lectures for students who are experiencing illness or in isolation. However, instructors should be prepared to provide alternative options for students to obtain missed course materials in those situations.**

Instructors may continue to offer Zoom access or record courses for pedagogical reasons or to accommodate student illness. These recordings should continue to follow the best practice outline in this section on Recording of Class Sessions and Use of Web Cameras.

In a small number of cases, instructors will need to provide remote instruction for students with approved medical accommodations through Disability Resources. Instructors will receive direct notification from Disability Resources for those students needing this accommodation.

Masking Requirements for Instructors and Students

The University revised its rules regarding masking on campus on October 4, 2022. The new policy removes the requirement for masking on University campuses and/or University transportation/shuttles. The full policy can be found at this link.

The University has updated the masking policy consistent with data showing that the spread of COVID-19 in the campus community is greatly reduced. While AS&E still supports flexibility in accommodating sick individuals to prevent the spread of disease, especially among students in classes, masking is no longer necessary to protect the overall health of the River Campus community.

As such, instructors must follow University rules for masking and are not allowed to create class rules for students that deviate from these rules. This means that vaccinated students can attend classes unmasked. Students are expected to attend in-person classes. Instructors may penalize students for non-attendance, per their stated policies.

Similar rules apply to other settings in which faculty, students, and/or staff are congregating on River Campus, e.g., meetings, events, workshops, presentations, colloquia, etc. Organizers and participants in these activities should not mandate mask wearing or mask removal, and any in-person activity should not be moved online solely because of concerns that some participants will be unmasked. Concern over proximity to unmasked individuals will not be accepted as an excuse for refusing to attend required in-person activities or administrative functions.

Faculty, staff and students who feel that they have a medical condition that requires an accommodation to prevent being in an environment in which some people are unmasked will need to submit a request to Disability Resources (students / faculty or staff). The University will continue to make free disposable surgical face masks available to students, staff and faculty at a number of campus locations.

## Accessibility and Closed Captioning of Lectures and Other Course-Related Activities

As a best practice, AS&E encourages all instructors to caption course materials, including recorded lectures, when possible. Captioning resources and best practices for developing inclusive courses can be found on the Office of Disability Resources' webpage on digital accessibility. Computer-generated captioning is available for videos uploaded through Panopto but should be manually added and edited for accuracy.

Instructors of students with disabilities who require captioned media as an accommodation will be notified via a student accommodation letter sent from the Office of Disability Resources. For instructors of students who require this accommodation, support for captioning and transcription will be available through the Office of Disability Resources.

# General Academic Policies

## Academic Calendar and Instruction

Full semester courses:

In Spring 2023 (1/11-4/26), instructors are expected to teach according to their assigned meeting schedule. Asynchronous online activities are permissible, but the course must continue to meet contact hour requirements for the course. See the AS&E Credit Hour Policy for an explanation of these requirements.

Half-semester courses:

Instructors of half-semester courses must meet the same expectations regarding teaching schedules and contact hours as noted for full semester courses above. All half-semester courses must follow the AS&E Credit Hour Policy regarding contact hours.

## Academic Deadlines in Spring 2023

Graduate and undergraduate academic deadlines for Spring 2023 can be found at this site.

The add-drop period will be through the first four weeks of the semester (1/11-2/8). For undergraduates, the last date to add an independent study course is the fourth week of the semester (2/8).

The withdrawal deadline will be in the eleventh week of the semester (4/5) for undergraduate and graduate students. Note that this is a return to pre-COVID policies.

The deadline for satisfactory-fail grades for College undergraduates will be the thirteenth week of the semester for all undergraduate students (4/19). See the section on "Policies on Course Grades" and this site for information on past modified S/F and P/F policies for undergraduate students.

## Accommodations for Students with COVID-Related Illness

Instructors continue to be encouraged to consider the use of incomplete contracts for students who miss significant class time and/or assessments as a result of COVID-related illness and associated complications. The College Center for Advising Services (CCAS) can serve as a resource for instructors exploring this option. **Instructors are also highly encouraged to use the Interim Grade Warning system for students experiencing difficulty in the course due to COVID-related illness (or other non-COVID) issues.** (The Registrar's Office will communicate on use of this system several weeks into the semester.)

On occasion, students reach out initially to CCAS or the Graduate Education and Postdoctoral Affairs office regarding these issues. Depending on the situation, these offices may request that instructors consider making accommodations for those students. The Dean's Office encourages instructors to support these requests whenever possible.

Please note that COVID-related illness will not generally be considered an official disability requiring accommodation under the Americans with Disabilities Act (ADA). This will typically be the case even if the student has an existing approved disability accommodation through Disability Resources. As a result, students should be referred to CCAS or the Graduate Education and Postdoctoral Affairs office. These offices will be able to assist students and refer students to the Office of Disability Resources in those rare cases that it might be appropriate.

## Off-Campus Course Activities

University travel guidance for Spring 2023 is outlined at this [site](#).

The University has developed [guidance](#) for community-engaged learning that addresses broader issues of off-campus course activities. Instructors are expected to follow this guidance and should reach out to the Dean's Office with any questions (alan.czaplicki@rochester.edu).

## Course Evaluations for Spring 2023 Courses

AS&E will conduct course evaluations for Spring 2023 courses for instructors and teaching assistants. These will occur during the last week of courses and reading period at the end of the semester.

Course evaluations will not include COVID-related questions; however, as in past semesters, instructors will have an opportunity to contextualize the results of these evaluations in relation to any disruptions caused by COVID-19. They will be able to do so in the annual Faculty Activity Report.

# Course Syllabi and Management

Generally Required and Recommended Syllabus Elements

Instructors are encouraged to review the [syllabi requirement page](#) for information about required and recommended syllabus elements.

Suggested Syllabus Additions for Spring 2023

Communication with Students:

Instructors should specify how students can communicate with them, along with safe-interaction protocols.  Specific information to include:
- Online only or online/in-person office hours (best practices from The Teaching Center can be found [here](#))
- Office hour locations for in-person and online meetings
- For in-person meetings, provide any safe-interaction instructions (e.g., wear masks, use good judgement in physical distancing especially in crowded spaces, use sanitizer before entering)
- For virtual meetings, include technology platform (e.g., Zoom), access information (e.g., meeting ID), instructions for requesting a meeting, and instructions for accessing meeting room (e.g., you will first enter a waiting room, and then I will let you in).

Recording of office hours by instructors is **not encouraged** due to student privacy concerns. Students may record one-on-one office hour sessions with the instructor for their own personal use. Instructors may provide written summaries of common questions asked during office hours when useful for other students.

Attendance policies:

Please see the section above on "[Instructional Policies for Spring 2023](#)" for information on attendance policies.

As in previous semesters, instructors must also accommodate students with disabilities related to attendance and remote learning per guidance from the Office of Disability Resources. (See [this link](#) for general information on accommodations and [this link](#) specific to online teaching.)

See section on "[Recording of Class Sessions and Use of Web Cameras](#)" for more information on requiring attendance at Zoom lectures through use of computer web cameras.

Student Notification of Recording:

University counsel has issued guidance that instructors should notify students that synchronous Zoom sessions are being recorded using one or more of the following methods:

- Syllabus statement (sample: "Please note, all classes will be recorded.")

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- Verbal statement at outset of first several class sessions
- One-time email to all students

Among these options, the best practice is to provide this notification in writing on the syllabus.

See the section, [Recording of Class Sessions and Use of Web Cameras](), for additional information on this topic.

Etiquette in online formats:

Instructors should communicate expectations for online etiquette with students, including proper forms of address, use of appropriate language, common courtesy around asking or answering questions in online class settings (e.g. Zoom sessions or discussion boards), including when interacting with instructors, teaching assistants and peers, and other matters. Information on online etiquette ("netiquette") can be found on [the core rules of netiquette]() page.

Student Mental Health Services:

Students may experience a range of mental health and physical health conditions that may negatively impact their academic performance and ability to participate in day-to-day activities. Instructors may consider adding the information below as a resource to students.

The following confidential and private resources exist to help students:

- University Health Service: (585) 275-2662
- University Counseling Center: (585) 275-3113
- University Health Educator: (585) 273-5772
- RESTORE Sexual Assault Services 24-Hour Crisis Line: (585) 546-2777
- Title IX Office: [titleix@rochester.edu](mailto:titleix@rochester.edu)
- Public Safety: (585) 273-3333.
- CARE Network: [https://www.rochester.edu/care](https://www.rochester.edu/care)
- Mindful University Project: [https://www.rochester.edu/mindful](https://www.rochester.edu/mindful)

Group Projects:

When constructing membership in group projects and other activities, instructors are highly encouraged to take into account time zone differences and/or actively consult with those groups to develop an appropriate plan for accommodating students who will be participating from a significantly different time zone, if applicable.

Academic Honesty

Faculty should keep in mind that academic honesty rules apply to courses and work completed by all AS&E students—and that faculty are required to call attention to this policy, as well as any additional rules or expectations they may have set for their courses, during the first two weeks of the semester.

Collaboration and groupwork, authorized vs. unauthorized materials, and authorized vs. unauthorized use of materials are some of the areas in which faculty may wish to consider giving specific guidance beyond what is specified in the policy (or accompanying documentation such as proctoring with Zoom policies and guidance).

A copy of the [policy itself](#) can be found on the [academic honesty website](#), and a list of tips for encouraging honesty in online teaching and learning can be found on the [instructors' resources page](#) of the site as well. Further queries can be directed to either the Academic Honesty Liaison or the Chair of the Board on Academic Honesty (see the [contact us](#) page of the honesty website).

### Updates to the Course Syllabus Over the Semester

Instructors should keep their syllabi up-to-date over the course of the semester, and notify students when an updated version is available. Syllabi should reflect current assumptions about course content, assignments, and grading, especially if circumstances surrounding the course change. Students often depend on syllabi as the "document of record" to understand the instructor's current expectations for the course. Other course materials updated over the semester should also be easily accessible to students, and students should be instructed on how to find these materials.

# Policies on Examinations and Other Assessments

### Exam Times and Exam Substitutions

Instructors should generally expect students to complete exams in-person. However, instructors may need to provide students with COVID or colds/flus with an alternative exam time. These can take place in-person or online and can be arranged so that multiple students who need to take the exam can take at the same time. However, instructors must be flexible in arranging the alternative exam time so that it does not conflict with class times for other courses or holidays.

Instructors may also substitute other assignments (e.g., a paper) in lieu of a missed exam. However, as much as possible, these replacement assignments must be of equivalent difficulty and percentage of the overall course grade as the original exam.

### Timing of Mid-Term Exams

Mid-term exams are expected to take place during normal class times. Exams should not exceed the scheduled time for the class, since this may cause conflicts with student attendance in other courses. Instructors may schedule exams outside normal class times, but must determine a suitable time with students and accommodate any student conflicts with exams or class sessions in other courses.

### Common Exam Times

The College will continue to offer a common exam period for highly subscribed introductory courses in Spring 2023. The Registrar's Office has reviewed the common exam schedule with the relevant departments.

### Reading Period

AS&E will have a reading period in Spring 2023 (4/27-4/30). As in past semesters, this period may not be used for final exams, papers, projects, or presentations.  Students use this period to prepare for their finals. Instructors should contact the Dean's Office if they have concerns.

### Final Exam Period

Instructors will be expected to generally adhere to the final exam schedule when giving remote final exams. (Schedules are posted on the Registrar's Office final examinations page.) As in previous semesters, no cumulative assessments of any type may be given during the reading period or the final week of classes (4/20-4/26). Instructors should clearly explain the nature of the final exam and rules associated with taking the exam in the syllabus. Instructors should also discuss plans for the final exam early in the semester.

# Policies on Course Grades

Spring 2023 Grades (Major, Minor, Cluster)

For undergraduates, the College will revert to pre-COVID grading policies in Spring 2023. The general policy can be found at this site. Grading policies for graduate students can be found at this site.

Satisfactory/Fail Policy for College Undergraduates

Per existing policy, courses counting towards majors, minors, clusters, and the primary writing requirement must be taken for a letter grade. If the student initially completed the course S/F, this grade will need to be uncovered before graduation per College rules. More information on the policy can be found on the satisfactory/fail (S/F) option page.

Modified Satisfactory/Fail Policy from Fall 2020 and Spring 2021

Policy information can be found at this site.

Incompletes from the Modified Satisfactory/Fail Policy in Spring 2020

The modified S/F policy from Spring 2020 will apply to all courses being completed as a result of a "N" grade or incomplete ("I") contract. The Registrar's Office will use the option selected by the students in Spring 2020 when entering grades. Students will not be able to change this selection. Instructors may request information on the student's grading basis from the Registrar's Office or simply provide a letter grade (which will be converted if the student chose S/F). Information on the modified policy can be found at this site.

# Technology Requirements for Spring 2023 Courses

## Minimum Technological Requirements for Spring 2023 Courses

For online courses and online elements of hybrid courses, instructors must provide information to students on the minimum quality of internet access and computing necessary for course activities, including download/upload of material, internet streaming, video recording, scanning and/or photos, or other needs.

In general, for a "standard" online course, students will need a laptop with a webcam, 8GB of memory and 256GB of local storage. Standard would be defined in this case as requiring the student to use Blackboard, library resources, and the web (to access journals, articles, etc.), to have the ability to watch Zoom lectures (synchronously and asynchronously), and potentially be available for use with Zoom proctoring.

Courses using specialized software and/or services may have additional requirements. Instructors must make these clear to students on the syllabus and in their initial class sessions.

## Non-supported Course Software and Teaching Tools

The College recognizes that many different educational technologies and teaching tools are available to instructors. University IT has an active program to review security and privacy issues for software and works with UR Counsel to evaluate potential liability around data breaches. Software and services that satisfy University IT's criteria in these areas are considered "supported" and are available for instructor use.

The College actively discourages instructors from using any non-supported software or teaching tools. In particular, instructors must not use non-supported software when the following conditions apply:

- The software has not been vetted by AS&E IT and University IT and passed the necessary Information Security Program requirements.
- The software imposes additional costs on students outside those collected by the University bookstore. Up-front course costs processed by the bookstore ensure that these costs can be covered by financial aid.

## Available Course Technologies

Thematic lists of supported software and teaching tools can be found at the following webpages:

- [University IT's teaching and learning page](#)
- [University IT's software page](#)
- [University IT's blackboard online discussions page](#)
- [IT resources' learning management page](#)
- [Teaching Center's education technology tools page](#)

Computing software currently licensed for student use in AS&E computer labs and remote access to AS&E computer labs can be found at:

- [ECM's windows software page](#)

Instructors may contact Jason Wagner ([jason.wagner@rochester.edu](mailto:jason.wagner@rochester.edu)) for questions on instructional software and to discuss the possibilities and process for approving new software.

# Recording of Class Sessions and Use of Web Cameras

## Course Elements Requiring Recording

When students are learning remotely, all formal course elements must be recorded on Zoom and uploaded for the use of students learning remotely, except in the case of class discussions on politically charged or sensitive topics. In this case, instructors should make students aware that this information may not be available for the duration of the course (or longer) and clearly communicate when this material will be removed. Instructors should also carefully consider when such material should be assessed by examinations or other means, given reduced access. See this site for more information.

For tutorials on how to record in Zoom and upload into Panopto, please see the following video tutorial: Central IT tutorials.

## Student Notification of Recording

University counsel has issued guidance that instructors should notify students that synchronous Zoom sessions are being recorded using one or more of the following methods:

- Syllabus statement (sample: "Please note, all online classes will be recorded.")
- Verbal statement at outset of first several class sessions
- One-time email to all students

Among these options, the best practice is to provide this notification in writing on the syllabus.

## Deletion of Video Recordings

Video recordings may be removed only once every student in the course has a resolved final grade, including the final resolution of all N and I grades. For most courses, this will be a minimum of six months and may be longer depending on the nature of the incompletes in the course  (with the possible exception of class session recordings of politically charged or sensitive conversations per section above on "Course Elements Requiring Recording").

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