

ACADEMIC CONTINUITY POLICY

Sponsor: Academic Council

Motion: ~~—Legislation on Policy~~

Section I

1.1 WHEREAS in 2014 the Academic Integrity Task Force was tasked with evaluating the Fall 2014 Academic Continuity Plan and consulting with faculty, department heads and administrators to develop and implement plans to preserve academic integrity researching and drafting a report on academic continuity in the event of an emergency that causes significant academic disruption on campus; and

1.2 WHEREAS the Academic Integrity Task Force recommended that during Winter term 2015, the Senate President convene the Academic Council and charge that body with developing, in consultation with Academic Affairs and the President's office, clear protocols for the involvement of the Senate and the relevant Senate committees in campus-wide academic planning and decision-making; and

1.3 WHEREAS the university is required by Federal financial aid requirements to demonstrate student academic progress through the issuance of final course grades, and the university does not currently have the ability to do that in the event of a significant academic disruption where some or all final grades cannot be issued; and

1.4 WHEREAS students may be negatively impacted in a variety of ways if they do not receive emergency grades during a significant academic disruption; and

1.5 WHEREAS the University Senate is the sole faculty governance authority over all academic matters as commonly understood in higher education, and as such has sole authority over the methods of instruction and awarding of grades; and

1.6 WHEREAS the Academic Council has now developed this Academic Continuity Plan and recommends its approval by the University Senate; and

Section II

2.1 THEREFORE BE IT MOVED that the University Senate approves the Academic Continuity Plan policy below, with the incorporated definition and rules regarding Instructors of Record.

(Please see Related Documents below).

DRAFT

University Senate US/18-19-10:

Policy on Academic Continuity and Emergency Grades:

Academic Continuity During a Significant Disruption to Academic Activities

~~Approved, Academic Council, April 17~~ **March 2019**

The purpose of this document is to provide a framework to guide planning and decision-making in the event that a significant disruption to campus operations impedes academic activity. The goal is to continue academic activities as much as possible and to mitigate the effects of a significant academic disruption, which include particularly grave academic and financial consequences for graduating students, international students, and students receiving financial aid. Students rely on the university to provide the best possible opportunities to learn and the efforts to respond to disruption should keep student learning as the central priority.

PRINCIPLES

- **Academic integrity:** Standards of evaluation should not be diluted due to a significant disruption, and reductions in instruction and student support should be minimized. **Instructors of record shall retain primary authority over how to manage their courses, assignments, instruction and grades**, subject to modifications approved by the Academic Council in the Academic Continuity Plan, as per ~~the this policy's y and its University's Instructor of Record policy. rules for instructors of Record.~~
- **Transparency for students, instructors and staff:** Students, instructors and staff shall be informed in a timely manner of changed requirements, changes to academic activities, and procedures during and in effect at ~~after the~~ conclusion of a disruption, to the greatest extent ~~as is~~ reasonable given the circumstances of the disruption.
- **Fairness for students:** Students who are unable to participate in academic activities or complete academic requirements due to a significant academic disruption shall not be penalized for lack of participation or completion of requirements, shall have reasonable alternative access to materials covered in their absence, shall have reasonable extensions of deadlines and access to such other remedies as deemed necessary by the Academic Council consistent with the principle of academic integrity.

DEFINITIONS

Academic Activity: Any work subject to evaluation or necessary for a student to meet the learning objectives and requirements of a course or program of study, and the evaluation and grading of such work by instructors of record.

Academic Council: The UO Constitution and ~~S~~section 6 of the [Senate Bbylaws](#) establish the Academic Council and its membership (see <https://senate.uoregon.edu/committees/committees-a-z/>)

Emergency Grades: Grades issued after a significant academic disruption results in reduced instructional time, inability to complete all assignments or exams, or inability to complete grading of assignments or exams by Instructors of Record.

“Instructor of Record”:- For the purposes of this policy:

The Instructor(s) of Record for a course are the instructor(s) assigned by academic units to teach a course. They must be actively engaged in teaching the course and are responsible for issuing final grades. Instructors of Record shall be listed in the Registrar’s course registration system (currently BANNER/Duckweb) by the beginning of the term. This listing shows who has the ability to assign and change final grades except as otherwise explained in this policy. –Units shall assign Graduate Employees as Instructors of Record for courses for which they have primary teaching and grading responsibility. Section leaders and graders may be listed in the course registration system e.g. as for a course section leaders, but they are not Instructors of Record for that course. Rules for changing instructors of records are defined later in this policy. refers to “instructors of record” as defined in university policy found here: <https://registrar.uoregon.edu/faculty-staff/academic-scheduling/instructors-of-record>. In this document, “instructor” does not refer to a particular employee classification or rank.

Replacement Instructors of Record: If an Instructor of Record leaves the university permanently or is otherwise not expected to return to duty before final grades are due, the unit head or designee remove may remove the original a permanent RReplacement Instructor of Record, and appoint a Replacement Instructor of Record –may be appointed by the unit head to take on theirthe full duties and responsibilities including teaching and grading.:

SubstituteAdditional /Additional–Instructors of Record: If an Instructor of Record takes a temporary absence from their duties and is expected to return before final grades are due, the unit head or designee may appoint an additional –a temporary Substitute Instructor of Record. –The original Instructor of Record retains authority for final grades

unless their absence becomes or is expected to become permanent, in which case the rule regarding replacements holds.

~~[check CBA language] Art 24 Sec 9] on abandoning position.~~

Significant Academic Disruption: ~~refers to a~~ significant extended impediment to academic activities that limits learning and or grading.

Academic Continuity Plan: A plan for maintaining learning and assigning grades during a Significant Academic Disruption.

PROCEDURE FOR ACTIVATING ACADEMIC CONTINUITY PLANS DURING A SIGNIFICANT ACADEMIC DISRUPTION

- As per policies established by the Office of Safety and Risk Services for the purpose of emergency management and continuity, the President of the University, or designee, can declare a “Campus State of Emergency.” Such a declaration activates the UO Emergency Operations Plan and Incident Command System, of which Academic Continuity is one part.
- **After such a declaration, t**~~The Academic Council will be convened~~ in coordination with designees from the Office of the Provost, to determine, in coordination with designees from the Office of the Provost, an appropriate Academic Ccontinuity Pplan, if needed, to manage any associated disruption of academic activity. Approval of any such plan will require a majority vote of the faculty members of the Academic Council.
- ~~When a Campus State of Emergency is declared, the Academic Council, in coordination with designees from the Office of the Provost, will develop and implement an academic continuity plan as part of the University’s Incident Response Team.~~
- For the purposes of this policy, after a “Campus State of Emergency” has been declared, ~~Academic Council~~ voting faculty members of the Academic Council who are unable or unwilling to serve will be replaced by faculty voting faculty committee member designees~~designees from their relevant committees, selected by themselves~~the respective committee. If an Academic Council member is unable or unwilling to select a replacement, the Senate President or designee with advice from the remaining members of the Academic Council shall make appointments from the statutory faculty with a preference for current or past members of the relevant committees. .-
- The Aacademic Ccontinuity Pplan shall include provisions for continuation of academic activities and awarding of grades. Because a Ssignificant Aacademic Ddisruption ~~will~~ may affect academic activities differently across campus, the Academic Continuity Plan ~~academic continuity plan shall~~may provide a range of options which maintain academic integrity, and transparency ~~for students,~~ and fairness for students ~~as described above.~~ These ~~might~~ may include alternative instructional times and methods, use of online

technology for instruction and assignments, modified assignments, extended deadlines, exceptions to prerequisites and grade requirements, etc.

- The Academic Council's Academic Continuity Plan may also authorize Emergency Grades, as explained below under "Emergency Grades".
- Department Academic unit heads, under the direction of their Deans, will coordinate implementation of the academic continuity plan with instructors in their units.
- After the University President declares an end to a University Emergency, the Academic Council, with input from the Office of Provost, will decide when to declare an end to the Significant Academic Disruption and will provide a plan for winding down the Academic Continuity Plan.
- Any Academic Continuity Plans and their implementation approaches must comply with all existing collective bargaining agreements.

CONTINUATION OF ACADEMIC ACTIVITIES

The Academic Council will consider the following factors in managing a Significant Academic Disruption:

- Duration and point in the academic term of the disruption.
- Availability of physical and instructional resources.
- Impact on attendance of students, instructors and other necessary personnel.
- Impact of timing and sequence of evaluations such as exams, practica, assignments, presentations, etc.
- The Academic Continuity Plan shall include provisions for continuation of academic activities and awarding of grades. Because a Significant Academic Disruption will affect academic activities differently across campus, the academic continuity plan shall provide a range of options which maintain academic integrity, transparency for students, and fairness for students as described above. These might include alternative instructional times and methods, use of online technology for instruction and assignments, modified assignments, extended deadlines, exceptions to prerequisites and grade requirements, etc.
- Department heads, under the direction of their Dean, will coordinate implementation of the academic continuity plan with instructors in their unit.

During a Significant Academic Disruption, unaffected Instructors of Record are expected to make reasonable efforts to continue their assigned academic activities in their courses by modifying instructional modality, assignments, exams, due dates and grading. As a matter of best instructional practice, instructors should use the official university learning management system (LMS) to post syllabi, assignments, grades, and course materials for all courses each term. In addition to advantages for student success, use of the LMS and planning course activities two to three weeks out will aid in responding to a sudden significant academic disruption. In the event of a disruption of the LMS, the Academic Council will advise on alternative methods of continuing academic activities outside the LMS if alternatives are available.

Should a significant academic disruption prevent physical access to campus for students and instructors, such as during a pandemic, every reasonable effort should be made to continue academic activity online using the university LMS. Instructors should strive to maintain contact hours, workload expectations for students and record progress and grades in the LMS for their courses. This may include:

- Online instruction using recorded lectures, slide shows with voice over, live discussions, or other interactive sessions;
- Self-paced module assignments;
- Online quizzes;
- Office hours using chat function.

EMERGENCY GRADES

Provisions for ~~Alternate~~ Emergency Grades in the Event of Significant Disruption

When a significant academic disruption ~~occurs~~ is declared by the Academic Council at a time that may interfere with calculating and recording final grades in the student information system, the Academic Council may authorize the use of the emergency grades defined below, ~~and establish the conditions for their use. These~~ Emergency grades may be appropriate when a significant academic disruption results in reduced instructional time, inability to complete ~~all~~ assignments or exams, or inability to complete grading of assignments or exams. **Emergency grades will be based on existing grade information**

~~These emergency~~ Emergency grades may be temporary or permanent depending on circumstances. Grades and academic credit are determined by the amount and quality of academic work completed. The Academic Council, in consultation with the University Registrar, the Office of Financial Aid, and the President and Provost or their designees, will make that determination at the conclusion of a Significant Academic Disruption. At that time, the Academic Council may declare one of the following regarding PE, NE and IE grades:

- ~~The All~~ emergency grades are to remain in place permanently;
- ~~The All~~ emergency grades are to be replaced with regular grades;
- ~~The~~ emergency grades are to be replaced with regular grades by the Instructors of Record, where ~~there they have~~ is enough information to award regular grades. Otherwise, the PE, NE and IE grades remain in place.

PE Satisfactory performance under circumstance of significant academic disruption. When authorized, the grade of PE indicates performance of C- or above for undergraduate work, and B- or above for graduate work under the circumstance of a significant academic disruption. **The grade of PE carries academic credit.**

NE Less than satisfactory performance under circumstance of significant academic disruption. When authorized, the grade of NE indicates performance of D+ or lower for undergraduate work, and C+ or lower for graduate work under the circumstance of a significant academic disruption. **A grade of NE does not carry academic credit.** A grade of NE will require recording a last date of participation.

IE Incomplete due to significant academic disruption. When authorized, the grade of IE indicates that a portion of the requirements has not been fulfilled, due to a significant academic disruption of the University's academic activities. A letter grade may be assigned if the work is subsequently completed. To receive a letter grade, the work must be completed prior to a date set by Academic Council. If the work is not completed prior to the established completion date, the grade will remain an IE on the transcript but may be petitioned to be changed. **A grade of IE does not carry academic credit and need not be resolved prior to graduation.**

If the Academic Council determines that thea Significant Academic Disruption is serious or prolonged enough, it may authorize the University Registrar to enter emergency grades and or unit heads to enter IE grades, but not PE or NE grades, into the course grading system. Only Instructors of Record may be authorized to issue PE and NE grades. The Academic Council may authorize academic unit heads to issue PE or NE grades, if those units have unit policies that allow this. Once Emergency Grades have been authorized by the ACAcademic Council, the default grade entered by the University Registrar will be an IE.

The Academic Council may authorize Instructors of Record or their replacements to issue NE or PE grades. Onk

The decision to issue a PE or NE grade to a student instead of an IE will be made by the Instructor of Record. However, the AC may authorize unit heads to issue PE or NE grades if there is a unit policy for determining when students shall be issued a PE and when a NE, on an individual basis.

The use of the grades PE, NE, and IE is reserved for situations in which the performance of a student is substantively impacted by a period of significant academic disruption.

The Emnergency grades PE, NE, and IE will not be included in calculations of grade point average and-

The grades PE, NE, and IE students with an emergency grade -are exempt from the course repeat policy for that course.y-

When used as the final grade for a course, the PE grade is treated the same as the P* grade in determining total credits and minimum required UO credits under the university's bachelor's degree requirements.

Academic units will ~~need to include in their academic continuity plans~~ determine how they will handle grades of PE, NE and IE in courses that serve as prerequisites for other courses, required courses, and for courses that have a minimum grade requirement or contribute to an overall GPA requirement.

~~The Student transcripts of a student's record~~ will contain a description of any Ssignificant Aacademic Disruption ~~of the University's academic activities~~ that occurs during the student's enrollment and is relevant to their academic progress and grades.

This legislation will be effective immediately with technical implementation of the emergency grades as soon as practical.

~~INSTRUCTORS OF RECORD POLICY:~~ REPLACEMENT AND SUBSTITUTE INSTRUCTORS OF RECORD

Replacement Instructors of Record: Definitions:

~~The Office of the Provost defines the Instructor(s) of Record for a course as the instructor(s) actively engaged in delivering course content and assessing students for a grade. This includes faculty and Graduate Employees. An Instructor of Record must be directly involved in the delivery of instruction during the term and is responsible for grading including issuing final grades.(?)~~

~~Instructors of Record are listed in Banner or eq? by the beginning of the term. This listing shows 1) who has the ability to assign and change grades and 2) who students will be asked to evaluate at the end of the term.~~

~~Replacement and Substitute IoRs:~~

~~When If an IoR Instructor of Record dies or leaves the university permanently or is otherwise not expected to return to duty before final grades are due, (e.g. death or resignation) an RIoR@ replacement Instructor of Record may be appointed by the unit head and to takes on their full IoR duties and responsibilities including teaching and grading.~~

~~Substitute Instructors of Record: When an Instructor of Record IoR takes a temporary absence from teaching that is unrelated to a labour action, and is expected to return before final grades are due, the unit head may appoint a temporary substitute IoR, in addition to the continuing original IoR. In such case the original Instructor of Record retains authority for final grades,~~

~~unless their absence becomes permanent, in which case the rule regarding permanent replacements holds.~~

~~In the event of a labour action, the appointment of substitute IoR's will be governed by applicable CBAs. (Quote from current CBAs)~~

~~The Instructor of Record (IoR) is responsible for the supervision of any GEs for the course such as section leaders and readers. (look at GDRS policies)~~

~~GE's who deliver instruction in course sections are listed in BANNER as instructors for those sections but are not the IoR for the course.~~

DRAFT