



<b>POLICY TITLE</b>	Classroom Instruction and Management	<b>Policy Number</b>	601
<b>Section</b>	Academics	<b>Approval Date</b>	February 23, 2017
<b>Subsection</b>	Instruction and Curriculum	<b>Effective Date</b>	February 23, 2017
<b>Responsible Office</b>	Academic Affairs		

### 1.0 PURPOSE

1.1 This policy sets forth university standards and procedures for syllabi, behavior, attendance, emergencies, and accommodations for students with disabilities and course assignment modification requests.

### 2.0 REFERENCES

2.1 *Rehabilitation Act Amendments of 1973, Section 504*

2.2 *ADA (Americans with Disabilities Act) Amendments Act of 2008*

2.3 *Family Educational Rights and Privacy Act (FERPA) §99.3, §99.37*

2.4 *Utah State Board of Regents' Policy R481 Academic Freedom, Professional Responsibility, and Tenure*

2.5 *UVU Policy 152 Accommodations for Individuals with Disabilities*

2.6 *UVU Policy 153 Americans with Disabilities Act (ADA) Grievance Process*

2.7 *UVU Policy 154 Workplace Violence*

2.8 *UVU Policy 162 Sexual Misconduct*

2.9 *UVU Policy 165 Discrimination, Harassment, and Affirmative Action*

2.10 *UVU Policy 503 Add/Drop/Withdrawals*

2.11 *UVU Policy 523 Grading*

2.12 *UVU Policy 541 Student Code of Conduct*

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- 2.13 UVU Policy 602 *Student Athlete Travel and Attendance*
- 2.14 UVU Policy 635 *Faculty Rights and Professional Responsibilities*
- 2.15 UVU Policy 648 *Faculty Personnel Reduction (Interim Policy)*
- 2.16 UVU Policy 704 *Minors on Campus and at University-sponsored Events*
- 2.17 UVU Policy 710 *Clery Act Compliance*

### 3.0 DEFINITIONS

**3.1 Approved absences:** Permission for students to be absent from a regularly scheduled class session in order to participate in officially sanctioned university activities, official athletic activities, religious observances, military responsibility, or other obligations or extenuating circumstances.

**3.2 Disruptive behavior:** Any actions that interfere with the faculty member's right or ability to conduct class and/or students' right or ability to learn.

**3.3 Exclusionary behavior:** Any type of behavior in the classroom that compromises a person's right to participate in activities, complete coursework, understand course content, and/or access necessary educational materials.

**3.4 Extenuating circumstances:** Significant emergencies or circumstances deemed applicable by the faculty/department chair including such things as a change in work schedule, a death in the immediate family, or a student's substantial illness or injury that prevents a student from completing the course.

**3.5 Sincerely held religious beliefs and practices:** Sincerely held religious beliefs and practices include not only traditional, organized religions such as Christianity, Judaism, Islam, Hinduism, and Buddhism, but also religious beliefs that are new, uncommon, not part of a formal church or sect, or only subscribed to by a small number of people. Religious beliefs include theistic beliefs (i.e., those that include a belief in God) as well as non-theistic moral or ethical beliefs as to what is right and wrong that are sincerely held with the strength of traditional religious views. Beliefs are not "sincerely held religious beliefs" merely because they are strongly held. Rather, religious beliefs typically concern "ultimate ideas" about life, purpose, and death. Social, political, or economic philosophies, as well as mere personal preferences, are not "religious" beliefs. Religious practices include, for example, attending worship services, praying, wearing religious garb or symbols, displaying religious objects, adhering to certain dietary rules, proselytizing, or other forms of religious expression, or refraining from certain activities. Whether a practice is



religious depends on the individual's motivation. The same practice might be engaged in by one person for religious reasons and by another person for purely secular reasons (e.g., dietary restrictions, tattoos, etc.).

**3.6 Syllabus:** An agreement between faculty and students that communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment to students.

**3.7 Minor:** Any person less than 18 years of age who is not enrolled or accepted for enrollment at the University.

**3.8 Enrolled minor:** Any person less than 18 years of age who is enrolled or accepted for enrollment at the University or who is currently enrolled or dually enrolled in University programs while also enrolled in elementary, middle, and/or high school.

**3.9 Legitimate educational interest:** The demonstrated "need to know" by officials of an institution who act in students' educational interest, including faculty, administration, clerical and professional employees, and other persons who manage student record information, including student employees.

## 4.0 POLICY

### 4.1 Classroom Environment

**4.1.1** Faculty members are responsible for creating and maintaining an environment that is conducive to teaching and learning. Faculty members shall not permit classroom behavior that interferes with the faculty member's ability to teach and/or the students' ability to learn.

### 4.2 Syllabi

**4.2.1** Faculty members shall supply a syllabus for each course they teach that clearly communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment. Faculty are free to set appropriate standards for student performance in their courses, subject to institutional standards.

**4.2.2** The syllabus shall include the approved Accessibility Services syllabus statement in each course syllabus (the current statement is available from Accessibility Services).

**4.2.3** In extenuating circumstances (as determined by the faculty in consultation with the department chair), faculty may make changes to the syllabus after the semester has begun. Such changes must be approved by the department chair in writing. Substantive changes to the syllabus, including any change in grading criteria or others that pose a burden upon the student,

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must be clearly communicated to students. If students disagree with the changes, they may appeal to the appropriate department chair in writing. If students do not receive redress through the chair, they may appeal to the Academic Standards Committee.

### **4.3 Convening Class**

**4.3.1** Faculty members shall hold classes as listed in the university class schedule and provide office hours or other appropriate individual consultation for students as established by departmental guidelines. Faculty shall cancel classes only in cases of emergency or extenuating circumstances.

### **4.4 Finals**

**4.4.1** All courses shall have a final exam/assessment (see 5.3.1) that takes place during exam week. Any scheduled final assessment shall take place in the time and space designated according to the official final exam schedule.

**4.4.2** Faculty, within departmental guidelines, shall have the flexibility to determine appropriate methods of final assessment.

### **4.5 Attendance**

**4.5.1** Faculty shall determine student attendance requirements and the method to track student attendance in accordance with federal student financial aid guidelines.

**4.5.2** Students absent from class may be permitted to make up both assignments and examinations when the absence is an approved absence or the absence is the result of an emergency or extenuating circumstance.

### **4.6 Accommodations for Students with Disabilities**

**4.6.1** Faculty shall confidentially refer students seeking disability accommodation requests to the Accessibility Services Department and provide reasonable and appropriate accommodations as recommended by the Accessibility Services Department for students with disabilities seeking such accommodations.

**4.6.2** Faculty shall not retaliate or otherwise discriminate against any student because that student has sought or obtained a disability accommodation pursuant to UVU policy.

### **4.7 Accommodations for Students' Sincerely Held Religious Beliefs and Practices**

**4.7.1** The University recognizes that students' sincerely held religious beliefs and practices may make it difficult for students to fulfill some requirements of assignments, courses, or majors. The



University assumes no obligation to ensure that all students are able to participate in a course or complete a major.

**4.7.2** However, if a student determines that a course assignment or requirement conflicts with his or her sincerely held religious beliefs and practices, the student has the right and responsibility to notify the faculty member of the conflict using the *Religious Accommodation Request Form*, and to make a reasonable attempt to resolve the matter with the faculty member.

**4.7.3** UVU policy prohibits discrimination against any student or other university community member because of their sincerely held religious belief or practices (defined in section 3.5 of this policy), or any absence thereof. Faculty shall not retaliate or otherwise discriminate against any student because that student has sought or obtained a religious accommodation pursuant to UVU policy.

**4.7.4** Faculty are expected to reasonably accommodate individual religious practices. Such reasonable accommodations may include but are not limited to a course assignment modification (see sections 4.7.7 and 4.7.8), an excused absence, rescheduling, flexibility in scheduling, or voluntary substitutions. Denial of an accommodation request for a sincerely held religious belief or practice is justified only when undue hardship to the University's legitimate academic purposes would result from each available alternative of reasonable accommodation (i.e., requires more than ordinary administrative costs, infringes on other students' academic experience, impairs campus safety, or changes the essential academic requirements of the class).

**4.7.5** Faculty shall accommodate the obligations of their students who may be participating in the observance of religious holidays that require absence from class. (Faculty can contact the office of the Dean of Student Life for more information about various religious holidays.) Students shall notify faculty at the beginning of the semester about the need to be absent from class due to religious holiday observance.

**4.7.6** To create fair, consistent, and legally permissible outcomes in faculty responses to student religious accommodation requests, the Associate Vice President for Academic Administration and the EO/AA Office provides *Guidelines for the Accommodation of Sincerely Held Religious Beliefs and Practices* and training for faculty, which faculty shall consult and follow in responding to student religious accommodation requests. Before denying a student's request for religious accommodation, faculty shall also consult with the Director of the Office for Equal Opportunity and Affirmative Action.

**4.7.7** Faculty have the authority to establish course content that fulfills and is based upon department/program objectives and criteria. Faculty shall fully and respectfully consider student course assignment modification requests. Faculty need not modify a course assignment when such modification would compromise legitimate course objectives or educational goals. Faculty members shall modify a course assignment when it has no reasonable relationship to the legitimate pedagogical goals of the course or when a denial of the request would be arbitrary,



capricious, or illegal, or would violate the principles or procedures in section 4.7 or 5.4 of this policy.

**4.7.8** Students must recognize that their personal disagreement with an idea or theory that is part of the course assignment is not grounds for requesting a course assignment modification. Students must be able to articulate and understand ideas and theories important to the course, regardless of whether or not they agree with the course ideas or theories.

#### **4.8 Emergency Situations in the Classroom**

**4.8.1** In accordance with university practices, faculty shall act to the best of their knowledge and belief in protecting students in an emergency situation.

#### **4.9 Enrolled Minors**

**4.9.1** Utah Valley University is committed to ensuring the safety and well-being of all minors on campus, including enrolled minors. This section describes the obligations of faculty, staff, and others in working with enrolled minors to provide for the enrolled minors' protection, to fulfill the University's obligations as mandated by law, and to provide the best possible educational experience for all enrolled minors.

**4.9.2** To provide a safe and secure environment for enrolled minors, it is permissible to release the following student information to faculty and staff who have a legitimate educational interest in the enrolled minor because they have significant interaction with the student and need to be able to identify the student as an enrolled minor:

- 1) Student name
- 2) Date of birth
- 3) Enrollment status (e.g., undergraduate or graduate, full-time or part-time)

**4.9.3** Electronic faculty communications to any student, including enrolled minors, shall be sent using the faculty member's university assigned electronic mail address.

**4.9.4** Faculty members who are notified or become aware that they have enrolled minors in their classes and organizations they supervise or advise shall to comply with all applicable laws and University policies including but not limited to applicable provisions of UVU Policy 115 *Minors on Campus and at University-sponsored Events*, and exercise sound professional judgment in their interactions with enrolled minors.

**4.9.5** In keeping with the University's commitment to the protection of minors, and in compliance with applicable state and federal laws, any faculty, staff, or other employee of Utah

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Valley University who witnesses or has reasonable cause to suspect any abuse of an enrolled minor occurring on a university campus, at university facilities, or during university-sponsored programs, activities, or courses is required to immediately report such conduct to UVU Police or other law enforcement agencies as applicable. For the definition of abuse, see UVU Policy 115 *Minors on Campus and at University-sponsored Events* and Policy 162 *Sexual Misconduct*.

**4.9.6** This policy does not replace the requirements for reporting child abuse or neglect pursuant to state or federal statutory reporting requirements and to otherwise comply with UVU Policy 162 *Sexual Misconduct and at University-sponsored Events* and UVU Policy 407 *Clery Act Compliance*.

**4.9.7** Failure to comply with this policy may lead to disciplinary action, up to and including termination.

## 5.0 PROCEDURES

### 5.1 Convening Class

**5.1.1.** Faculty members are expected to meet their regularly scheduled classes. Failure to meet scheduled classes without prior notice to students is excusable only for extenuating reasons beyond the control of faculty members. Alteration of schedules, cancellation or rescheduling of classes may be done only for valid academic reasons and after adequate notice to students and the department chair.

### 5.2 Attendance

**5.2.1** Faculty shall supply last date of attendance information to university officials when requested.

**5.2.2** Faculty shall arrange appropriate make-up assignments with a student who is absent as a result of participation in officially sanctioned university activities, state and federal obligations, religious observance, or significant emergencies or circumstances deemed applicable by the faculty in accordance with department practice.

**5.2.3** If the faculty member denies a student make-up arrangements for an absence, as covered in 5.2.2, the student may make a written appeal to the department chair. The department chair's written response to the student shall take place within two working days. The department chair's decision is final.

### 5.3 Exam Schedule

**5.3.1** Final exam/assessment schedules for each semester are published on the University's website. A faculty member shall, when requested by a student, provide an alternate exam time

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for a student with more than three final exams on the same day or two final exams scheduled for the same date and time. Student shall submit a written request in a timely manner for alternate arrangements.

#### **5.4 Accommodation for Students' Sincerely Held Religious Beliefs and Practices**

**5.4.1** At the beginning of each semester, students shall promptly review the course syllabus and class schedule and notify faculty to request an accommodation for sincerely held religious beliefs and practices using the *Religious Accommodation Request Form*. For examples of reasonable accommodations, see section 4.7.4.

**5.4.2** For accommodation requests that require attendance arrangements, see sections 5.2.2 and 5.2.3.

**5.4.3** As soon as an assignment or a requirement is posted or made available, it is the student's obligation to determine when course assignments conflict with his or her sincerely held religious beliefs or practices. If there is such a conflict, the student should consider dropping the class. If the student is unable or unwilling to drop the course, the student and faculty member shall make every effort to resolve the matter.

**5.5.4** The student shall give to the faculty member a completed *Religious Accommodation Request Form*. In this written request, the student has the burden to clearly articulate how the course assignment conflicts with his or her sincerely held religious beliefs or practices.

**5.4.5** Faculty shall respond using the appropriate areas of the *Religious Accommodation Request Form* within two working days, indicating whether the request was approved or denied. If the faculty member denies the request, he or she shall provide the student with a written explanation for the denial within the *Religious Accommodation Request Form* based on the following considerations:

- 1) The importance of the particular assignment to the course;
- 2) The burden on the student's sincerely held religious beliefs or practices;
- 3) The difficulty of administering a course assignment modification.

The written denial shall include a description of the denial appeal process as laid out in 5.4.5 through 5.4.9. If the faculty member approves the request, then an alternative course assignment will be required of the student making the request. Such alternative course requirements should not be unreasonable, egregious, capricious, irrelevant, or illegal.

**5.4.6** Requests will be individually evaluated in relation to the above considerations; the granting of one such request will not guarantee that all requests will be granted. Because the criteria and

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requirements in 5.4.5 will apply differently to each faculty member and to each assignment in each course, modifications granted by a faculty member in one course will not affect decisions by the same faculty member in other courses or by other faculty members in the same or other courses.

**5.4.7** If a faculty member denies a course assignment modification request, the student may appeal that denial in a writing, accompanied by the original *Religious Accommodation Request Form*, within a reasonable time frame, typically within three working days, to the chair of the department. In consultation with the faculty member, the department chair or his or her designee shall act on the student's appeal within three working days of receipt of the written appeal. If the department chair or his or her designee approves the request, he or she, in consultation with the faculty member, will determine an alternative assignment within three working days.

**5.4.8** If the department chair or his or her designee denies the request, the student may appeal the denial in writing within a reasonable time frame of receipt to the dean of the school or college. The dean or his or her designee, in consultation with the faculty member, the department chair, and the EO/AA Officer if the dean is inclined to deny the appeal, shall provide a written determination to the student, either granting or denying the appeal, within three working days of receiving the appeal. The dean's decision is final. Lack of response on the part of the chair or dean within the time allotted, barring extenuating circumstances, shall constitute confirmation of the faculty member's decision.

**5.4.9** If the dean or his or her designee approves the request, he or she, in consultation with the faculty member and department chair, shall determine an alternative course assignment within three working days.

## **5.5 Discriminatory, Exclusionary, or Disruptive Behavior**

**5.5.1** Faculty members observing discriminatory, exclusionary, or disruptive behavior follow procedures described in UVU Policy 541 *Student Code of Conduct*.

## **5.6 Dangerous Behavior**

**5.6.1** The faculty member has the right to demand and secure the immediate removal of any person from the classroom whenever the faculty member determines, to the best of his or her knowledge or belief, that the person's actions are threatening or dangerous to students or themselves. If the faculty member cannot resolve a disruptive situation, the faculty member may request that the disruptive person(s) leave the classroom. If the disruptive person(s) will not leave voluntarily, the faculty member may call University Police for assistance. The incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance with Policy 541 *Student Code of Conduct*.



**5.6.2** If the faculty member determines that there is a threat of imminent danger, the faculty member has the right to declare the class session terminated and leave the classroom and/or take other appropriate action per their best judgment. The faculty member shall report in writing to the department chair any classroom disruption that leads to a class session being terminated. The incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance with Policy 541 *Student Code of Conduct*.

POLICY HISTORY		
November 29, 2018	<i>Non-substantive changes:</i> Title of Policy 541 updated from <i>Student Rights and Responsibilities</i> to <i>Student Code of Conduct</i> .	UVU Policy Office
March 2018	<i>Non-substantive changes:</i> <ul style="list-style-type: none"><li>• Policy 115 renumbered to 704</li><li>• Policy 407 renumbered to 710</li></ul>	UVU Board of Trustees
August 17, 2017	<i>Non-substantive changes:</i> Corrected internal section references.	UVU Policy Office and Academic Affairs
February 23, 2017	Revised policy approved.	UVU Board of Trustees