



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

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<b>Proposed Policy Number and Title: 601 Classroom Instruction and Management</b>		
Existing Policy Number and Title: 601 Classroom Management and Management		
<b>Approval Process*</b>		
<b>x Regular</b>	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<b>x Revision-Limited Scope</b>	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		
<b>Draft Number and Date:</b> <u>Stage 2 Draft, February 19, 2021</u>		
<b>President's Council Sponsor:</b> <u>Marilyn Meyer, Clark Collings, Wayne Vaught</u>		<b>Ext.</b> _____
<b>Policy Steward:</b> <u>Drew Burke, Jeremy Knee, Kat Brown</u>		<b>Ext.</b> _____
<b>POLICY APPROVAL PROCESS DATES</b>		
<p><b>Policy Drafting and Revision</b> Entrance Date: <u>08/27/2020</u></p> <p><b>University Entities Review</b> Entrance Date: <u>02/25/2021</u> Close Date: <u>94/25/2021</u></p> <p><b>University Community Review</b> Entrance Date: _____ Open Feedback: _____ Close Feedback: _____</p> <p><b>Board of Trustees Review</b> Entrance Date: _____ Approval Date: _____</p>	<p align="center"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <hr/> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> _____</p>	



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

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### 1.0 PURPOSE

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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.

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### 2.0 REFERENCES

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2.1 *Rehabilitation Act Amendments of 1973, Section 504*, [29 U.S.C. § 701 \(1973\)](#)

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2.2 ~~*ADA (Americans with Disabilities Act) Amendments Act of 2008*~~ *Americans with Disabilities Act of 1990*, [42 U.S.C. § 12101 \(1990\)](#) (as amended by Pub. L. No. 101-336, 104 stat. 327)

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2.3 *Family Educational Rights and Privacy Act (FERPA)*, [20 U.S.C §99.3](#) ~~and~~; §99.37

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

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2.5 UVU Policy 152 *Accommodations for Individuals with Disabilities*

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

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2.7 UVU Policy 154 *Workplace Violence*

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2.8 UVU Policy 162 *Sexual Misconduct*

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

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2.10 UVU Policy 365 *Consulting Leave*

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2.11 UVU Policy 503 *Add/Drop/Withdrawals*

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37 2.12 UVU Policy 523 *Grading*

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39 2.13 UVU Policy 541 *Student Rights and Responsibilities Code*

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41 2.14 UVU Policy 602 *Student Athlete Travel and Attendance*

42

43 2.15 UVU Policy 635 *Faculty Rights and Professional Responsibilities*

44

45 2.16 UVU Policy 648 *Faculty Personnel Reduction (Interim Policy)*

46

47 2.17 UVU Policy 704 *Minors on Campus and at University-sponsored Events*

48

49 2.18 UVU Policy 710 *Clery Act Compliance*

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### 3.0 DEFINITIONS

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55 **3.1 Approved absences:** Permission for students to be absent from a regularly scheduled class  
56 session in order to participate in officially sanctioned university activities, official athletic  
57 activities, religious observances, military responsibility, or other obligations or extenuating  
58 circumstances.

59

60 **3.2 Disruptive behavior:** Any actions that interfere with the faculty member's right or ability to  
61 conduct class and/or students' right or ability to learn.

62

63 **3.3 Exclusionary behavior:** Any type of behavior in the classroom that compromises a person's  
64 right to participate in activities, complete coursework, understand course content, and/or access  
65 necessary educational materials.

66

67 **3.4 Extenuating circumstances:** Significant emergencies or circumstances deemed applicable  
68 by the faculty/department chair including such things as a change in work schedule, a death in  
69 the immediate family, or a student's substantial illness or injury that prevents a student from  
70 completing the course.

71

72 **3.5 Sincerely held religious beliefs and practices:** Sincerely held religious beliefs and practices  
73 include not only traditional, organized religions such as Christianity, Judaism, Islam, Hinduism,  
74 and Buddhism, but also religious beliefs that are new, uncommon, not part of a formal church or  
75 sect, or only subscribed to by a small number of people. Religious beliefs include theistic beliefs  
76 (i.e., those that include a belief in God) as well as non-theistic moral or ethical beliefs as to what  
77 is right and wrong that are sincerely held with the strength of traditional religious views. Beliefs  
78 are not "sincerely held religious beliefs" merely because they are strongly held. Rather, religious  
79 beliefs typically concern "ultimate ideas" about life, purpose, and death. Social, political, or



80 economic philosophies, as well as mere personal preferences, are not “religious” beliefs.  
81 Religious practices include, for example, attending worship services, praying, wearing religious  
82 garb or symbols, displaying religious objects, adhering to certain dietary rules, proselytizing, or  
83 other forms of religious expression, or refraining from certain activities. Whether a practice is  
84 religious depends on the individual’s motivation. The same practice might be engaged in by one  
85 person for religious reasons and by another person for purely secular reasons (e.g., dietary  
86 restrictions, tattoos, etc.).  
87

88 **3.6 Syllabus:** An agreement between faculty and students that communicates course structure,  
89 schedule, student expectations, expected course outcomes, and methods of assessment to  
90 students.  
91

92 **3.7 Minor:** Any person less than 18 years of age who is not enrolled or accepted for enrollment  
93 at the University.  
94

95 **3.8 Enrolled minor:** Any person less than 18 years of age who is enrolled or accepted for  
96 enrollment at the University or who is currently enrolled or dually enrolled in University  
97 programs while also enrolled in elementary, middle, and/or high school.  
98

99 **3.9 Legitimate educational interest:** The demonstrated “need to know” by officials of an  
100 institution who act in students’ educational interest, including faculty, administration, clerical  
101 and professional employees, and other persons who manage student record information,  
102 including student employees.  
103

## 4.0 POLICY

### 4.1 Classroom Environment

107  
108  
109 **4.1.1** Faculty members are responsible for creating and maintaining an environment that is  
110 conducive to teaching and learning. Faculty members shall not permit classroom behavior that  
111 interferes with the faculty member’s ability to teach and/or the students’ ability to learn.  
112

### 4.2 Syllabi

113  
114  
115 **4.2.1** Faculty members shall supply a syllabus for each course they teach that clearly  
116 communicates course structure, schedule, student expectations, expected course outcomes, and  
117 methods of assessment. Faculty are free to set appropriate standards for student performance in  
118 their courses, subject to institutional standards.  
119

120 **4.2.2** The syllabus shall include the approved Accessibility Services syllabus statement in each  
121 course syllabus (the current statement is available from Accessibility Services).  
122



123 **4.2.3** In extenuating circumstances (as determined by the faculty in consultation with the  
124 department chair), faculty may make changes to the syllabus after the semester has begun. Such  
125 changes must be approved by the department chair in writing. Substantive changes to the  
126 syllabus, including any change in grading criteria or others that pose a burden upon the student,  
127 must be clearly communicated to students. If students disagree with the changes, they may  
128 appeal to the appropriate department chair in writing. If students do not receive redress through  
129 the chair, they may appeal to the Academic Standards Committee.  
130

### 131 **4.3 Convening Class**

132  
133 **4.3.1** Faculty members shall hold classes as listed in the university class schedule and provide  
134 office hours or other appropriate individual consultation for students as established by  
135 departmental guidelines. Faculty shall cancel classes only in cases of emergency or extenuating  
136 circumstances. [Faculty who wish to alter course schedules, content, or delivery to meet non-](#)  
137 [University professional obligations must seek prior approval as specified in Policy 365](#)  
138 [Consulting Leave.](#)  
139

### 140 **4.4 Finals**

141  
142 **4.4.1** All courses shall have a final exam/assessment (see 5.3.1) that takes place during exam  
143 week. Any scheduled final assessment shall take place in the time and space designated  
144 according to the official final exam schedule.  
145

146 **4.4.2** Faculty, within departmental guidelines, shall have the flexibility to determine appropriate  
147 methods of final assessment.  
148

### 149 **4.5 Attendance**

150  
151 **4.5.1** Faculty shall determine student attendance requirements and the method to track student  
152 attendance in accordance with federal student financial aid guidelines.  
153

154 **4.5.2** Students absent from class may be permitted to make up both assignments and  
155 examinations when the absence is an approved absence or the absence is the result of an  
156 emergency or extenuating circumstance.  
157

### 158 **4.6 Accommodations for Students with Disabilities**

159  
160 **4.6.1** Faculty shall confidentially refer students seeking disability accommodation requests to the  
161 Accessibility Services Department and provide reasonable and appropriate accommodations as  
162 recommended by the Accessibility Services Department for students with disabilities seeking  
163 such accommodations.  
164



165 4.6.2 Faculty shall not retaliate or otherwise discriminate against any student because that  
166 student has sought or obtained a disability accommodation pursuant to UVU policy.

167  
168 **4.7 Accommodations for Students' Sincerely Held Religious Beliefs and Practices**

169  
170 4.7.1 The University recognizes that students' sincerely held religious beliefs and practices may  
171 make it difficult for students to fulfill some requirements of assignments, courses, or majors. The  
172 University assumes no obligation to ensure that all students are able to participate in a course or  
173 complete a major.

174  
175 4.7.2 However, if a student determines that a course assignment or requirement conflicts with his  
176 or her sincerely held religious beliefs and practices, the student has the right and responsibility to  
177 notify the faculty member of the conflict using the *Religious Accommodation Request Form*, and  
178 to make a reasonable attempt to resolve the matter with the faculty member.

179  
180 4.7.3 UVU policy prohibits discrimination against any student or other university community  
181 member because of their sincerely held religious belief or practices (defined in section 3.5 of this  
182 policy), or any absence thereof. Faculty shall not retaliate or otherwise discriminate against any  
183 student because that student has sought or obtained a religious accommodation pursuant to UVU  
184 policy.

185  
186 4.7.4 Faculty are expected to reasonably accommodate individual religious practices. Such  
187 reasonable accommodations may include but are not limited to a course assignment modification  
188 (see sections 4.7.7 and 4.7.8), an excused absence, rescheduling, flexibility in scheduling, or  
189 voluntary substitutions. Denial of an accommodation request for a sincerely held religious belief  
190 or practice is justified only when undue hardship to the University's legitimate academic  
191 purposes would result from each available alternative of reasonable accommodation (i.e.,  
192 requires more than ordinary administrative costs, infringes on other students' academic  
193 experience, impairs campus safety, or changes the essential academic requirements of the class).

194  
195 4.7.5 Faculty shall accommodate the obligations of their students who may be participating in the  
196 observance of religious holidays that require absence from class. (Faculty can contact the office  
197 of the Dean of Student Life for more information about various religious holidays.) Students  
198 shall notify faculty at the beginning of the semester about the need to be absent from class due to  
199 religious holiday observance.

200  
201 4.7.6 To create fair, consistent, and legally permissible outcomes in faculty responses to student  
202 religious accommodation requests, the Associate Vice President for Academic Administration  
203 and the EO/AA Office provides *Guidelines for the Accommodation of Sincerely Held Religious*  
204 *Beliefs and Practices* and training for faculty, which faculty shall consult and follow in  
205 responding to student religious accommodation requests. Before denying a student's request for  
206 religious accommodation, faculty shall also consult with the Director of the Office for Equal  
207 Opportunity and Affirmative Action.



208  
209 **4.7.7** Faculty have the authority to establish course content that fulfills and is based upon  
210 department/program objectives and criteria. Faculty shall fully and respectfully consider student  
211 course assignment modification requests. Faculty need not modify a course assignment when  
212 such modification would compromise legitimate course objectives or educational goals. Faculty  
213 members shall modify a course assignment when it has no reasonable relationship to the  
214 legitimate pedagogical goals of the course or when a denial of the request would be arbitrary,  
215 capricious, or illegal, or would violate the principles or procedures in section 4.7 or 5.4 of this  
216 policy.

217  
218 **4.7.8** Students must recognize that their personal disagreement with an idea or theory that is part  
219 of the course assignment is not grounds for requesting a course assignment modification.  
220 Students must be able to articulate and understand ideas and theories important to the course,  
221 regardless of whether or not they agree with the course ideas or theories.

222  
223 **4.8 Emergency Situations in the Classroom**

224  
225 **4.8.1** In accordance with university practices, faculty shall act to the best of their knowledge and  
226 belief in protecting students in an emergency situation.

227  
228 **4.9 Enrolled Minors**

229 **4.9.1** Utah Valley University is committed to ensuring the safety and well-being of all minors on  
230 campus, including enrolled minors. This section describes the obligations of faculty, staff, and  
231 others in working with enrolled minors to provide for the enrolled minors' protection, to fulfill  
232 the University's obligations as mandated by law, and to provide the best possible educational  
233 experience for all enrolled minors.

234  
235 **4.9.2** To provide a safe and secure environment for enrolled minors, it is permissible to release  
236 the following student information to faculty and staff who have a legitimate educational interest  
237 in the enrolled minor because they have significant interaction with the student and need to be  
238 able to identify the student as an enrolled minor:

- 239  
240 1) Student name  
241  
242 2) Date of birth  
243  
244 3) Enrollment status (e.g., undergraduate or graduate, full-time or part-time)

245  
246 **4.9.3** Electronic faculty communications to any student, including enrolled minors, shall be sent  
247 using the faculty member's university assigned electronic mail address.

248



249 **4.9.4** Faculty members who are notified or become aware that they have enrolled minors in their  
250 classes and organizations they supervise or advise shall ~~to~~ comply with all applicable laws and  
251 University policies including but not limited to applicable provisions of UVU Policy 115 *Minors*  
252 *on Campus and at University-sponsored Events*, and exercise sound professional judgment in  
253 their interactions with enrolled minors.

254  
255 **4.9.5** In keeping with the University's commitment to the protection of minors, and in  
256 compliance with applicable state and federal laws, any faculty, staff, or other employee of Utah  
257 Valley University who witnesses or has reasonable cause to suspect any abuse of an enrolled  
258 minor occurring on a university campus, at university facilities, or during university-sponsored  
259 programs, activities, or courses is required to immediately report such conduct to UVU Police or  
260 other law enforcement agencies as applicable. For the definition of abuse, see UVU Policy 115  
261 *Minors on Campus and at University-sponsored Events* and Policy 162 *Sexual Misconduct*.

262  
263 **4.9.6** This policy does not replace the requirements for reporting child abuse or neglect pursuant  
264 to state or federal statutory reporting requirements and to otherwise comply with UVU Policy  
265 162 *Sexual Misconduct and at University-sponsored Events* and UVU Policy 407 *Clery Act*  
266 *Compliance*.

267  
268 **4.9.7** Failure to comply with this policy may lead to disciplinary action, up to and including  
269 termination.

## 5.0 PROCEDURES

### 5.1 Convening Class

274  
275 **5.1.1.** Faculty members are expected to meet their regularly scheduled classes. Failure to meet  
276 scheduled classes without prior notice to students is excusable only for extenuating reasons  
277 beyond the control of faculty members. Alteration of schedules, cancellation or rescheduling of  
278 classes may be done only for valid academic reasons and after adequate notice to students and  
279 the department chair. [Faculty who wish to alter course schedules, content, or delivery to meet  
280 non-University professional obligations must seek prior approval as specified in Policy 365  
281 \*Consulting Leave\*.](#)

### 5.2 Attendance

284  
285 **5.2.1** Faculty shall supply last date of attendance information to university officials when  
286 requested.

287  
288 **5.2.2** Faculty shall arrange appropriate make-up assignments with a student who is absent as a  
289 result of participation in officially sanctioned university activities, state and federal obligations,  
290 religious observance, or significant emergencies or circumstances deemed applicable by the  
291 faculty in accordance with department practice.





292  
293 **5.2.3** If the faculty member denies a student make-up arrangements for an absence, as covered in  
294 5.2.2, the student may make a written appeal to the department chair. The department chair's  
295 written response to the student shall take place within two working days. The department chair's  
296 decision is final.

297  
298 **5.3 Exam Schedule**

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300 **5.3.1** Final exam/assessment schedules for each semester are published on the University's  
301 website. A faculty member shall, when requested by a student, provide an alternate exam time  
302 for a student with more than three final exams on the same day or two final exams scheduled for  
303 the same date and time. Student shall submit a written request in a timely manner for alternate  
304 arrangements.

305  
306 **5.4 Accommodation for Students' Sincerely Held Religious Beliefs and Practices**

307  
308 **5.4.1** At the beginning of each semester, students shall promptly review the course syllabus and  
309 class schedule and notify faculty to request an accommodation for sincerely held religious beliefs  
310 and practices using the *Religious Accommodation Request Form*. For examples of reasonable  
311 accommodations, see section 4.7.4.

312  
313 **5.4.2** For accommodation requests that require attendance arrangements, see sections 5.2.2 and  
314 5.2.3.

315  
316 **5.4.3** As soon as an assignment or a requirement is posted or made available, it is the student's  
317 obligation to determine when course assignments conflict with his or her sincerely held religious  
318 beliefs or practices. If there is such a conflict, the student should consider dropping the class. If  
319 the student is unable or unwilling to drop the course, the student and faculty member shall make  
320 every effort to resolve the matter.

321  
322 **5.5.4** The student shall give to the faculty member a completed *Religious Accommodation*  
323 *Request Form*. In this written request, the student has the burden to clearly articulate how the  
324 course assignment conflicts with his or her sincerely held religious beliefs or practices.

325  
326 **5.4.5** Faculty shall respond using the appropriate areas of the *Religious Accommodation Request*  
327 *Form* within two working days, indicating whether the request was approved or denied. If the  
328 faculty member denies the request, he or she shall provide the student with a written explanation  
329 for the denial within the *Religious Accommodation Request Form* based on the following  
330 considerations:

- 331  
332 1) The importance of the particular assignment to the course;  
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334 2) The burden on the student's sincerely held religious beliefs or practices;



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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 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 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 Rights and Responsibilities Code*.



377 **5.6 Dangerous Behavior**

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379 **5.6.1** The faculty member has the right to demand and secure the immediate removal of any  
380 person from the classroom whenever the faculty member determines, to the best of his or her  
381 knowledge or belief, that the person's actions are threatening or dangerous to students or  
382 themselves. If the faculty member cannot resolve a disruptive situation, the faculty member may  
383 request that the disruptive person(s) leave the classroom. If the disruptive person(s) will not  
384 leave voluntarily, the faculty member may call University Police for assistance. The incident  
385 shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance  
386 with Policy 541 *Student Rights and Responsibilities Code*.

387

388 **5.6.2** If the faculty member determines that there is a threat of imminent danger, the faculty  
389 member has the right to declare the class session terminated and leave the classroom and/or take  
390 other appropriate action per their best judgment. The faculty member shall report in writing to  
391 the department chair any classroom disruption that leads to a class session being terminated. The  
392 incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in  
393 accordance with Policy 541 *Student Rights and Responsibilities Code*.

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POLICY HISTORY		
February 23, 2017	Revised policy approved.	UVU Board of Trustees
August 17, 2017	Non-substantive changes: Corrected internal section references.	UVU Policy Office and Academic Affairs
March 2018	Non-substantive changes: <ul style="list-style-type: none"><li>• Policy 115 renumbered to 704</li><li>• Policy 407 renumbered to 710</li></ul>	UVU Policy Office
August 14, 2020	Non-substantive change for sections 2.8; 4.9.5; and 4.9.6: Title of Policy 162 updated from <i>Sexual Misconduct</i> to <i>Title IX Sexual Harassment</i> .	UVU Policy Office
	Limited scope revisions approved through the Regular policy process.	UVU Board of Trustees

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