POLICY TITLE	Classroom Instruction and Management	**Policy Number**	601
Section	Academics	**Approval Date**	September 3, 2025
Subsection	Instruction and Curriculum	**Effective Date**	September 3, 2025
Responsible Office	Academic Affairs	**Last Review**	September 3, 2025

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*, Pub. L. No. 110-325, 122 stat. 3553 (2008)

2.3 *Family Educational Rights and Privacy Act (FERPA)*, 34 C.F.R. §99

2.4 *Prohibited discriminatory practices — Restrictions — Campus climate survey — Exceptions*. Utah Code § 53B-1-118

2.5 Utah Board of Higher Education Policy R481 *Academic Freedom, Professional Responsibility, Tenure, Termination, and Post-Tenure Review*

2.6 UVU Policy 152 *Accommodations for Individuals with Disabilities*

2.7 UVU Policy 153 *Religious Accommodations*

2.8 UVU Policy 162 *Title IX Sexual Harassment*

2.9 UVU Policy 165 *Discrimination and Harassment*

2.10 UVU Policy 503 *Add/Drop/Withdraw*

2.11 UVU Policy 541 *Student Code of Conduct*

2.12 UVU Policy 602 *Student-Athlete Travel and Attendance*

2.13 UVU Policy 614 *Final Grade Processing*

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 responsibilities, or other obligations or extenuating circumstances.

3.2 Disruptive behavior: Any actions that interfere with a faculty member's right or ability to conduct class or a student's right or ability to learn.

3.3 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, or high school.

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

3.5 Extenuating circumstances: Significant emergencies or circumstances deemed applicable by the faculty/department chair, including such things as a temporary 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.

3.6 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.

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

3.8 Substantive changes (syllabus): Significant modifications that alter the nature or scope of a course, such as course outcomes, learning outcomes, grading structure, or the addition of required assignments.

3.9 Syllabus: At a minimum, the course syllabus is a summary outline of a course or course section that communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment to students and conforms to Utah law and USHE guidelines.

4.0 POLICY

4.1 Classroom Environment

4.1.1 A faculty member is responsible for creating and maintaining an environment that is conducive to teaching and learning. A faculty member shall not permit classroom behavior that interferes with their ability to teach or the students' ability to learn.

4.2 Syllabi

4.2.1 For each course they teach, a faculty member must supply a syllabus that clearly communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment, as well as any additional requirements per Utah law or USHE guidance. All faculty members are free to set appropriate standards for student performance in their courses, subject to discipline and departmental norms.

4.2.2 Each syllabus must include the approved Accessibility Services syllabus statement. The current statement is available from Accessibility Services and the Religious Accommodation syllabus statement.

4.2.3 As determined by the faculty in consultation with the department chair, faculty may make substantive changes to the syllabus after the semester has begun. The department chair must approve such changes in writing. Substantive changes to the syllabus must be clearly communicated to students. If a student disagrees with the changes, they may appeal to the appropriate department chair in writing. If a student does not receive redress through the chair, they may appeal to the Academic Standards Committee.

4.3 Convening Class

4.3.1 A faculty member shall hold classes as listed in the university class schedule and provide office hours or other appropriate individual consultation for students as established by school/college guidelines. Faculty shall cancel classes only in cases of emergency or extenuating circumstances.

4.4 Finals

4.4.1 All non-lab courses shall have a final exam or assessment (see 5.3.1) that takes place during exam week. Lab courses shall have a final exam or assessment that takes place the week preceding the official final exam period. Any scheduled final assessment shall take place in the time and space designated according to the official final exam schedule published by the Academic Scheduling Office.

4.4.2 A faculty member, within departmental guidelines, shall have the flexibility to determine appropriate methods of final assessment.

4.5 Attendance

4.5.1 A faculty member shall determine student attendance requirements and the method to track student attendance in accordance with federal student financial aid guidelines.

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

4.6 Accommodations for Students with Disabilities

4.6.1 If a student is seeking disability accommodations, a faculty member shall confidentially refer that student to the Accessibility Services Department and provide reasonable and appropriate accommodations as recommended by the Accessibility Services Department. This shall be done in accordance with Policy 152 *Accommodations for Individuals with Disabilities.*

4.6.2 A faculty member 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 If a student is seeking religious accommodations, a faculty member shall confidentially refer that student to the Accessibility Services Department and provide reasonable and appropriate accommodations as recommended by the Accessibility Services Department. This shall be done in accordance with Policy 153 *Religious Accommodations*.

4.7.2 Faculty shall not retaliate or otherwise discriminate against any student because that student has sought or obtained an accommodation for a religious belief or conscience.

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.

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 Faculty members must use their university-assigned electronic mail address to send electronic communications to any student, including enrolled minors.

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 comply with all applicable laws and University policies, including but not limited to applicable provisions of UVU Policy 704 *Minors on Campus and at University-Sponsored Events*, and exercise sound professional judgment in their interactions with enrolled minors.

4.9.5 In compliance with applicable state and federal laws, any faculty, staff, or other employee of Utah 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 Policy 162 *Title IX Sexual Harassment* and UVU Policy 704 *Minors on Campus and at University-Sponsored Events.*

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 *Title IX Sexual Harassment,* UVU Policy 407 *Clery Act Compliance,* and Policy 704 *Minors on Campus and at University-Sponsored Events*.

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

4.10 Enrolled Students Bringing Minors to the Classroom

4.10.1 Minors of enrolled students are not permitted in university classrooms or laboratories unless they are an integral part of instruction. Under extraordinary, extenuating circumstances, faculty may grant permission for enrolled students to bring children into the classroom.

4.10.2 Instructors have the right to ask students who bring minors into university classrooms or laboratories to leave. Students who violate this policy are subject to discipline per UVU Policy 541 *Student Rights and Responsibilities Code*.

4.10.3 Enrolled students who bring minors to campus shall not leave minors unattended. Enrolled students who bring minors to campus are fully responsible for the safety and supervision of such minors while on campus. If an unsupervised minor comes to the attention of university personnel or students, UVU Police may be contacted.

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, including but not limited to, accidents and illness.

5.1.2 Faculty may cancel or change the modality of specific class times for valid professional academic reasons, including academic conferences, workshops, etc., and after adequate notice to students and the department chair.

5.1.3 Altering course delivery schedules or changing the modality of delivery may be done while a course is taught only through official processes established by the Academic Scheduling Office.

5.2 Attendance

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

5.2.2 A faculty member 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 through the Academic Scheduling Office. Faculty requesting an alternate exam time for a course must work through the practices established by the Academic Scheduling Office.

5.3.2 At a student's request, a faculty member shall provide an alternate exam time 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 Discriminatory, Exclusionary, or Disruptive Behavior

5.4.1 A faculty member who observes discriminatory, exclusionary, or disruptive behavior shall follow procedures described in UVU Policy 541 *Student Rights and Responsibilities Code.*

5.5 Dangerous Behavior

5.5.1 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 their 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 Rights and Responsibilities Code*.

5.5.2 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 Rights and Responsibilities Code*.

POLICY HISTORY		
Date of Last Formal Review: September 3, 2025		
Due Date of Next Review: September 3, 2030		
Date of Last Action	**Action Taken**	**Authorizing Entity**
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: • Policy 115 renumbered to 704 • Policy 407 renumbered to 710	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 *Sexual Misconduct* to *Title IX Sexual Harassment*.	UVU Policy Office
April 25, 2024	Temporary policy approved to comply with mandated legislation.	UVU President's Council
May 6, 2024	Temporary policy ratified.	UVU Board of Trustees
September 3, 2025	Regular policy approved.	UVU Board of Trustees

*****More information on the formal review can be found in Policy 101 section 4.7.3.