



UTAH VALLEY UNIVERSITY

Policies and Procedures

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Proposed Policy Number and Title: 601 Classroom Instruction and Management		
Current Policy Number and Title: 601 Classroom Instruction and Management (TEMPORARY)		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Compliance Change
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Revision—Limited Scope <input type="checkbox"/> Deletion	<input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Revision—Limited Scope	<input type="checkbox"/> New <input type="checkbox"/> Revision—Limited Scope <input type="checkbox"/> Deletion
*See UVU Policy 101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date:	<u>Stage 3 Regular, July 1, 2025</u>
President's Council Sponsor:	<u>Wayne Vaught</u>
Policy Steward:	<u>Kat Brown</u>

POLICY APPROVAL PROCESS DATES		
REGULAR	TEMPORARY	COMPLIANCE
Drafting and Revision Entrance Date: <u>4/25/2024</u>	Drafting and Revision Entrance Date: <u>N/A</u>	President's Council Approval Approval Date: <u>N/A</u>
University Entities Review Entrance Date: <u>2/13/2025</u> Close Feedback: <u>4/10/2025</u>	Board of Trustees Review Entrance Date: <u>N/A</u> Approval Date: <u>N/A</u>	Board of Trustees Ratification Ratification Date: <u>N/A</u>
Board of Trustees Review Entrance Date: <u>8/14/2025</u> Approval Date: _____		



UTAH VALLEY UNIVERSITY

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POLICY TITLE	Classroom Instruction and Management	Policy Number	601
Section	Academics	Approval Date	
Subsection	Instruction and Curriculum	Effective Date	
Responsible Office	Academic Affairs	<u>Last Review</u>	

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*

2.32.4 [Utah Code, 53B-1-118.- Prohibited discriminatory practices -- Restrictions -- Campus climate survey -- Exceptions.](#)

2.42.5 [Utah State Board of Regents-Higher Education Policy R481 Academic Freedom, Professional Responsibility, and Tenure, Termination, and Post-Tenure Review](#)

2.52.6 *UVU Policy 152 Accommodations for Individuals with Disabilities*

2.6 *UVU Policy 153 Religious Accommodations*

2.7

2.82.7 2.7 ~~*UVU Policy 154 Workplace Violence*~~

2.92.8 *UVU Policy 162 Title IX Sexual Harassment*

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



~~2.112.10~~ UVU Policy 503 *Add/Drop/Withdraw*

~~2.122.11~~ UVU Policy 523 *Final Grading Processing*

~~2.132.12~~ UVU Policy 541 *Student Rights and Responsibilities Code of Conduct*

~~2.142.13~~ UVU Policy 602 *Student-Athlete Travel and Attendance*

~~2.152.14~~ UVU Policy 635 *Faculty Rights and Professional Responsibilities*

~~2.162.15~~ UVU Policy 648 *Faculty Personnel Reduction (Interim Policy)*

~~2.172.16~~ UVU Policy 704 *Minors on Campus and at University-Sponsored Events*

~~2.182.17~~ 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 the faculty member's right or ability to conduct class and/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, and/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: ~~An agreement between faculty and students that communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment to students.~~ 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 F~~faculty members ~~is~~are responsible for creating and maintaining an environment that is conducive to teaching and learning. ~~A f~~Faculty members shall not permit classroom behavior that interferes with their ~~faculty member's~~ ability to teach ~~and/or~~ the students' ability to learn.

4.2 Syllabi

4.2.1 ~~For each course they teach, a F~~faculty member ~~musts shall~~ supply a syllabus ~~for each course they teach~~ 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 f~~Faculty ~~members~~ are free to set appropriate standards for student performance in their courses, subject to discipline and departmental norms~~institutional standards~~.

4.2.1

4.2.2 ~~The~~Each syllabus ~~shall must~~ include the approved Accessibility Services syllabus statement ~~in each course syllabus. T~~(the current statement is available from Accessibility Services) and the Religious Accommodation syllabus statement.

4.2.2

4.2.3 ~~In extenuating circumstances (as~~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 s~~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,~~ must be clearly communicated to students. If ~~a~~ students disagree~~s~~ with the changes, they may appeal to the appropriate department chair in writing. If ~~a~~ students ~~does~~ not receive redress through the chair, they may appeal to the Academic Standards Committee.

4.2.3

4.3 Convening Class

4.3

~~4.44.3.1 A f~~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~~ school/college guidelines. Faculty shall cancel classes only in cases of emergency or extenuating circumstances.

4.54.4 Finals

~~4.64.4.1~~ 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.

~~4.6.14.4.2 A f~~Faculty member, within departmental guidelines, shall have the flexibility to determine appropriate methods of final assessment.

4.74.5 Attendance

~~4.7.14.5.1 A f~~Faculty member shall determine student attendance requirements and the method to track student attendance in accordance with federal student financial aid guidelines.

~~4.7.24.5.2 SA~~ students 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.

4.84.6 Accommodations for Students with Disabilities

~~4.8.14.6.1 If a student is seeking disability accommodations, a F~~faculty member shall confidentially refer that 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.~~ This shall be done in accordance with Policy 152 Accommodations for Individuals with Disabilities.

4.8.24.6.2 A ~~f~~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.

4.94.7 Accommodations for Students' Sincerely Held Religious Beliefs and Practices

4.9.14.7.1 ~~If a student is seeking religious accommodations, Consistent with Policy 153 Religious Accommodations, a faculty members shall confidentially refer that student students seeking religious accommodation requests 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. for students seeking accommodations for religious belief or conscience.~~

4.9.24.7.2 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.

4.104.8 Emergency Situations in the Classroom

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

4.114.9 Enrolled Minors

4.11.14.9.1 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.

4.11.24.9.2 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)



~~4.11.3~~ Faculty members must use their university-assigned electronic mail address to send electronic faculty communications to any student, including enrolled minors, ~~shall be sent using the faculty member's university assigned electronic mail address.~~

4.9.3

~~4.12.9.4~~ 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 704 *Minors on Campus and at University-Sponsored Events*, and exercise sound professional judgment in their interactions with enrolled minors.

~~4.12.14.9.5~~ 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 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, ~~and Policy 162 Title IX Sexual Harassment.~~

~~4.12.24.9.6~~ 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*, ~~and UVU Policy 407 Clery Act Compliance.~~

~~4.12.3~~ Failure to comply with this policy may lead to disciplinary action, up to and including termination.

4.9.7

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.

4.12.4 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*.

4.10.2



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

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.

5.1.1 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. Alteration of schedules, cancellation of classes, or rescheduling of classes may be done only for valid academic reasons and after adequate notice to students and the department chair. Faculty who wish to alter course schedules, content, or delivery to meet non-university professional obligations must seek prior approval from their dean.

5.1.2

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.

5.25.1.3

5.35.2 Attendance

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

5.3.25.2.2 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.

5.3.35.2.3 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.



5.45.3 Exam Schedule

5.3.1 Final exam/assessment schedules for each semester are published ~~on the University's website~~ 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 the student's request, a~~ faculty member shall ~~, when requested by a student,~~ 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.

5.5

5.65.4 Discriminatory, Exclusionary, or Disruptive Behavior

5.6.15.4.1 A faculty member ~~whos observ~~ observing discriminatory, exclusionary, or disruptive behavior shall follow procedures described in UVU Policy 541 *Student Rights and Responsibilities Code*.

5.75.5 Dangerous Behavior

5.7.15.5.1 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 ~~his or her~~ 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*.

5.7.25.5.2 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*.



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POLICY HISTORY		
Date of Last Formal Review: Click here to enter a date.		
Due Date of Next Review: Click here to enter a date.		
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: <ul style="list-style-type: none">• 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 <i>Sexual Misconduct</i> to <i>Title IX Sexual Harassment</i> .	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
	Revised, regular policy approved.	UVU Board of Trustees

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

POLICY APPROVAL PROCESS - STAGE 2

SUMMARY OF COMMENTS

Policy Title: Classroom Management		Policy Number: 601	
Sponsor: Wayne Vaught	Steward: Kat Brown		
Presentation to: AAC		Date Presented: February 25, 2025	

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
AAC	4.9.3			Section 4.9.3 seems to dictate that faculty will only use UVU email to communicate with students. It seems to disallow communication through Canvas or other LMS messaging.	Canvas and all other UVU platforms use employees' UVID email address. Thus, faculty members who use Canvas are using their UVU email.
	3.4			While this definition works for some of the student-related uses of "extenuating" in the policy, it doesn't work for others such as occurs in 4.2.3 related to a faculty member's need to change the syllabus during the semester.	We have removed "extenuating circumstances" from 4.2.3.
	3.5			The traditional meaning of a syllabus is captured by Merriam-Webster, "a summary outline of a discourse, treatise, or course of study or of examination requirements." Is "summary outline" more accurate than "an agreement between faculty and students"? In the vast majority of classes, I don't think that students feel that they have input or can negotiate the terms of this agreement.	We changed the definition to " <u>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.</u> Also, see Utah State Code 53B-1-118-3(b)
	4.1.1			It would be less awkward if the second sentence read, "A faculty member shall not permit classroom behavior that interferes with the faculty member's <u>their</u> ability to teach and/or the students' ability to learn."	Change made as suggested.
	4.2.1			It is unclear what is meant by "institutional standards" in the second	Replaced institutional standards with "discipline and departmental norms."

				sentence. The AAUP statement on “The Freedom to Teach” is relevant here because faculty who teach a common course may established a common syllabus, assessments, textbook, etc. which is required of all faculty who teach the course.	*Due to changes in Utah law and USHE guidance, we have also added “as well as any additional requirements per Utah law or USHE guidance,” to the first sentence.
	4.3.1			“... and provide office hours or other appropriate individual consultation for students as established by departmental guidelines.” Policy 635 section 5.1.2.5 establishes that office hours are established by colleges/schools, not departments.	Change made as suggested.
	4.4.2			The AAUP statement on “The Freedom to Teach” is relevant here.	The policy language gives faculty the freedom to determine assessment methods they believe are appropriate for their course, while recognizing there are department standards or guidelines that faculty should adhere to.
	4.5.1			Where can faculty find the attendance requirements established by federal financial aid guidelines?	Faculty may request the information from the Office of Financial Aid.

Policy Title: Classroom Instruction & Management			Policy Number: 601		
Sponsor: Wayne Vaught			Steward: Kathren Brown		
Presentation to: Faculty Senate			Date Presented: April 1, 2025		

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment ?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
Faculty Senate	General		X	It is unclear if this policy is about in-person classes only, or if the range of possible classroom settings could include things like hybrid, live online, or asynchronous online classrooms also fit under this policy. If this policy is generally addressing all types of classrooms, then there are some major	“Classroom” is not only a physical classroom. Laws and courts recognize all institutional course-delivering modalities as “classrooms”.

				changes needed and the policy needs to go back to the drafting committee for refinement.	
Faculty Senate	3.4		X	<ul style="list-style-type: none"> - Either remove this example of change it to “a temporary change in work schedule” to avoid misrepresentation. - Consider replacing this example with more relevant case that aligns with the intent of the policy. 	<p>Added “temporary.”</p> <p>It is a relevant example, as more than 70% of our students work while registered for courses.</p>
Faculty Senate	4.2.3		X	<ul style="list-style-type: none"> - Clarify that this requirement applies only to substantive policy changes, not routine schedule adjustments. - Provide examples of what constitutes a “substantive change” versus an administrative update. 	<p>Added “substantive.”</p> <p>Added a definition of “substantive changes.”</p>
Faculty Senate	4.4.1		X	<ul style="list-style-type: none"> - Explicitly state that lab courses are exempt from the final exam requirement if they are scheduled accordingly. - Ensure that the policy aligns with current scheduling practices for lab courses. 	Added “non-lab” to the first sentence and a sentence on lab courses.
Faculty Senate	5.1.2		X	<ul style="list-style-type: none"> - Define what constitutes “non-university professional obligations” and specify whether academic conferences are included. - Ensure that the policy allows reasonable flexibility for faculty attending professional development activities. 	<p>Added, “including academic conferences, workshops, etc.”</p> <p>Professional development activities may be related to valid academic reasons. Academic Affairs will ensure deans and department chairs receive information on such activities and how they may be appropriate.</p>
Faculty Senate	4.9		X	Add clarification that addresses concerns with regards to discipline specific topics that could be considered sensitive with regards to minors, for example art (nude models), anatomy, etc.	Unfortunately, the guidance on this cannot be codified in a policy as it varies so much across departments. Academic Affairs will encourage training on this issue for faculty.

Policy Title: Classroom Instruction and Management	Policy Number: 601
Sponsor(s): Wayne Vaught	Steward(s): Kat Brown
Presentation to: PACE	Date Presented: N/A

Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.)

CAMPUS ENTITY	POLICY SECTION	Editorial Comment	Substance Comment	CONCERN	SPONSOR/STEWARD RESPONSE
PACE	4.2.3		X	<p>Due to legislative interest in syllabi record keeping this clause is entirely insufficient. We probably could have gotten away with the vague language before, but not any more. The expectations for administrators and recording changes to syllabi remain unspecified. The language is unclear.</p> <p>The use of "including" in this line specifically ["Substantive changes to the syllabus, including any change in grading criteria or others that pose a burden upon the student..."] creates a non-exclusive clause. Consequently, "substantive changes" remains undefined and it is unclear who or what whims would dictate what it means if it were at issue. This is important because 'substantive' has a lot</p>	We have added a definition for "substantive changes (syllabus)". See section 3.8.

				of different uses in a classroom setting: impact on grades, course material, course structure, etc. All changes are in some way substantive (otherwise they wouldn't be changes). This needs a definition.	
PACE	4.2.3		X	<p>I understand that this is existing policy, but to be honest, the entire idea of changing/updating syllabi fails to grasp how syllabi are used by instructors. Especially in upper-div courses, teachers constantly revise and adapt their course (schedule, assignments, expectations, etc.) to the needs of students (because they are good teachers). Sometimes this includes updating the syllabus, but not usually. If the university were to actually start policing this policy, you would immediately flood dept chairs with a mountain of paperwork, disincentivize good teaching practices, and you would put administrators in a bind between adhering to policy and supporting faculty.</p> <p>Students should have an avenue for redress (appeal process) but documenting pre-approval for changes and constantly updating a piece of paper that students usually forget exists by week 2, is at best an annoyance.</p>	We have added a definition for “substantive changes (syllabus)”. See section 3.8.
PACE	4.4.1		X	"All courses shall have a final exam or /assessment (see 5.3.1) that takes place	Added “Academic Scheduling Office.”

				<p>during exam week. Any scheduled final assessment shall take place in the time and space designated according to the official final exam schedule."</p> <p>The official final exam schedule is created/published by the Academic Scheduling Office. It might be helpful to point them there.</p>	
PACE	5.1.1		X	<p>Language differs slightly from Policy 635, but seems nearly identical. Why different language?</p> <p>"Faculty who wish to alter course schedules, content, or delivery to meet non-university professional obligations must seek prior approval from their dean."</p> <p>Vs. 635</p> <p>"Faculty who wish to alter course schedules, content, or delivery to meet non-university professional obligations must seek prior approval as specified in Policy 365 Consulting Leave."</p>	<p>Policy 365 does not exist in the Policy Manual and is not in effect. It is currently in Stage 2 in the Policy Pipeline for review by university entities.</p> <p>The current version of Policy 635 in effect in the Policy Manual does not refer to Policy 365 Consulting Leave; the new draft that is Stage 2 in the Pipeline does.</p>
PACE	5.1.1		X	<p>"Altering schedules, cancelling classes, or rescheduling classes may be done only for valid academic reasons and after adequate notice to students and the</p>	<p>Added "professional academic reasons, including academic conferences, workshops, etc." Due to the variety of academic professional</p>

				<p>department chair."</p> <p>Have you defined "academic reasons"?</p> <p>Any changes to a class schedule ALSO require dean's office approval (via scheduling software request and approval workflows) and written confirmation from the Academic Scheduling Office.</p>	<p>opportunities, faculty will need to work with their departments and deans to determine additional professional academic reasons."</p>
PACE	5.3.1		X	<p>"5.3.1 Final exam/assessment schedules for each semester are published on the University's website. At the 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."</p> <p>"University's website" seems very vague.</p> <p>Alternate exam times must be coordinated through the Academic Scheduling Office.</p>	<p>Changed to "Academic Scheduling Office."</p> <p>Added requirement to work with ASO for changing a course's exam time.</p>

Policy Title: 601 Classroom Instruction and Management	Policy Number: 601
Sponsor: Wayne Vaught	Steward: Kat Brown
Presentation to: UVUSA	Date Presented:

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
UVUSA	Overall		x	Parents should be given leeway and the right to bring children to class	This policy and Policy 704 Minors on Campus and at University-Sponsored Events are intended to protect unenrolled minors from risk and harm and to ensure students do not experience interruption of instruction taking place in the classroom.
UVUSA	Overall		x	Instead of barring or banning minors it should be that they have the right to bring them, but the professor can define the specific regulations for the accommodation.	This policy and Policy 704 Minors on Campus and at University-Sponsored Events are intended to protect unenrolled minors from risk and harm and to ensure students do not experience interruption of instruction taking place in the classroom. Instructors may allow students to bring their children to class in “extraordinary, extenuating circumstances.”
UVUSA	Overall		x	Banning minors is against UVU’s mission and goals to support any student especially when we have a large amount of non-traditional and parent students.	The University’s primary mission is its educational mission. The presence of unenrolled minors in the classroom opens them up to possible risk and harm and could interrupt instructional activities in the classroom.
UVUSA	Overall		x	If this is the continued policy, there should be a clear definition of what specific extenuating circumstances	These circumstances could vary wildly; therefore, the policy gives the discretion to the instructor who will know the specifics of a situation.

				are to bring a minor into a classroom vs in general	
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