



DATE: January 8, 2021
TO: All University of Nevada, Las Vegas (UNLV) Instructors
FROM: Christopher L. Heavey, Executive Vice President and Provost
RE: UNLV Policies for all Instructors – Academic Year 2020 – 2021

Please review all of these items carefully. This memo is posted on the [University Policies](https://www.unlv.edu/about/policies/current-policies) webpage, <https://www.unlv.edu/about/policies/current-policies>, in the Executive Vice President and Provost section, under Academic Year Memos. Please address questions to Javier A. Rodríguez, Vice Provost for Academic Programs, javier.rodriguez@unlv.edu.

As in previous years, I would like to remind you that it is imperative that all instructors maintain contact/office hours, meet classes for their fully scheduled time, and give final examinations in their courses.

Public Health Directives

Face coverings are mandatory for all faculty and students in the classroom. Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are found at [Health Requirements for Returning to Campus](https://www.unlv.edu/coronavirus/health-requirements), <https://www.unlv.edu/coronavirus/health-requirements>. Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Student Conduct Code](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf, including being administratively withdrawn from the course.

Accessibility

Did you know that you can make Microsoft Word documents accessible using the [MS Word Accessibility Tips Sheet](https://drive.google.com/file/d/1oh9MIQqFI7B3GtKLoGC_rk7j3b3TXq9p/view), https://drive.google.com/file/d/1oh9MIQqFI7B3GtKLoGC_rk7j3b3TXq9p/view, provided by the UNLV [Office of Accessibility Resources](https://www.unlv.edu/accessibility), <https://www.unlv.edu/accessibility>. To promote a culture of universal access, UNLV established the Office of Accessibility Resources to provide technical assistance and training for everyone in the UNLV community who is developing or adopting digital content and technology.

ADA Accommodations

For all accommodation determinations allowed under the Americans with Disabilities Act (ADA), please contact the [Disability Resource Center](https://www.unlv.edu/drc), <https://www.unlv.edu/drc>, located in Student Services Complex - Building A (SSC-A), Room 143, telephone 702-895-0866.

Classroom Guidelines

Per UNLV General Counsel, instructors determine what is and what is not acceptable behavior in the classroom (e.g., late arrival, use of electronic devices). Instructors have the authority to determine who can be present during a class period, including whether visitors are allowed. Instructors should clearly communicate their expectations to the students at the start of the semester.

Classroom Procedures

All instructors are expected to:

- Hold class meetings that are consistent with the class schedule. When instructors must miss an occasional class (e.g., for attending professional meetings, due to sickness, or for the observance of a religious holiday), they are expected to reschedule that class meeting or to arrange for a guest lecturer, or to provide alternative instruction or assignments. The complete *Class Cancellation Policy for Instructors* is on the [University Policies](https://www.unlv.edu/about/policies/current-policies) webpage, <https://www.unlv.edu/about/policies/current-policies>, in the Executive Vice President and Provost section.
- Maintain a predictable number of office hours that are posted, and during which the instructor will be available to students, colleagues, and others.
- Evaluate academic performance fairly.

- Counsel students.
- Carry through with their workload commitment in accordance with UNLV, College/School, and Department/School bylaws. With the exception of emergencies, instructors should have prior approval from their supervisor before missing/rescheduling classes and/or missing other scheduled duties.
- Continue their professional development.
- Meet their obligations to the University community.

Consensual Relationships

UNLV prohibits romantic or sexual relationships between members of the University community when one of the individuals involved has direct professional influence or direct authority over the other. For further information, see [UNLV Consensual Relationships Policy](https://www.unlv.edu/hr/policies/consensual), <https://www.unlv.edu/hr/policies/consensual>.

Credit by Examination for Undergraduate Courses

Credit by Examination (CBE) for undergraduate courses offers students the opportunity to demonstrate previous mastery of college-level learning, and accelerates progress toward completion of their degrees, while decreasing tuition costs. CBE benefits the Department/School by freeing up seats in classes and increasing completion rates with a relatively low impact on faculty workload. In an effort to ensure that CBE is administered consistently across Campus, the following best practices are suggested as a list of minimal criteria for the creation/review of these exams.

Credit by Examination Will

- Benefit students (e.g., provide flexibility and remove barriers to completion).
- Benefit the Department/School (e.g., free up seats in high-demand courses, increase Retention, Progression, and Completion [RPC] metrics).
- Match the course in academic quality and rigor.
- Demonstrate mastery of course student learning outcomes.
- Demonstrate appropriate college-level learning.
- Not duplicate a course already completed by the student.
- Not be in opposition to Northwest Commission on Colleges and Universities (NWCCU) or discipline-specific accreditation policies.
- Not be used to replace a failing grade.
- Not be permitted if the student has previously received credit for a more advanced course covering the same subject matter (e.g., CBE will not be permitted to satisfy Art History I if the student has already received credit for Art History II).
- Not apply toward satisfying the minimum on-Campus [resident credit requirement](https://www.unlv.edu/advising/policies-forms), <https://www.unlv.edu/advising/policies-forms>, of the institution from which graduation is sought, and does not constitute an interruption of the resident credit requirement.

Departments, Schools, and Colleges Will

- Have documented policies/procedures for awarding credit that are made available to undergraduate students, and that are universally and consistently enforced.
- Verify that the student is eligible to take CBE:
 - Student is fully admitted and enrolled.
 - Student is in good academic standing.
 - Student has completed all prerequisites required for the course in which he/she is requesting CBE.
- Ensure that the student does not use CBE to surpass 25% of the total credits required for graduation.
- Ensure that native speakers of languages other than English do not receive lower-division foreign language credit for courses in their native tongue.

- Ensure that CBE for variable unit courses does not exceed 5 credits. Exceptions may be granted with Dean and Provost approval.
- Request that the Registrar's Office post the satisfactorily completed CBE to the student's permanent academic record and clearly identify that the credit was earned by examination. The only acceptable grades for CBE are S (Satisfactory) or U (Unsatisfactory).

Disability Resource Center Accommodations

Instructor compliance in collaborating with the [Disability Resource Center](https://www.unlv.edu/drc) (DRC), <https://www.unlv.edu/drc>, is critical to upholding the University's federal mandate to provide equal access to students with disabilities. If instructors believe that accommodations may fundamentally alter course requirements, such concerns must be discussed with the DRC in a timely manner. Failure to comply with DRC academic accommodation plans given to instructors by students may put the instructor and the University at risk for litigation, and may subject an instructor to discipline under the Nevada System of Higher Education (NSHE) Code, Title 2, Chapter 6.

Notetaking Services: It is mandatory that instructors assist in the recruitment of notetakers for their classes should notetaking accommodations be requested by the DRC. Instructors are legally obligated to assist the DRC in the recruitment process, and to ensure that the accommodation need for notetaking is being met consistently. In partnership with the DRC, if you receive an email notification from the Rebel Access Portal (RAP) system that a notetaker is needed for your class, please follow the detailed instructions contained in that email. Please always refer any students interested in notetaking to the DRC. If a DRC student asks you about their notetaking services, please refer them to the [DRC notetaking](mailto:notetaking@unlv.edu) unit, notetaking@unlv.edu.

Adaptive Furniture: If you see tables and chairs with DRC identification on them placed in your classroom, please do not move, remove, or alter their placement in your class. The furniture is placed in the room for a student whose disability precludes them from sitting in a conventional table/chair or at a tablet desk, and is considered an official DRC accommodation. The furniture may or may not be used by a student in your class; however, the student who needs that furniture has a class in that same classroom. If there are issues regarding furniture placement, please contact the DRC immediately; they will do their best to remedy any issues.

Testing Accommodations: To expedite and streamline the process for administration of examinations and quizzes for students requiring testing accommodations, it is imperative that instructors do their best to adhere to the procedural guidelines of the DRC for the provision of examinations and associated materials. We wish to emphasize that instructors are partners with the DRC in the accommodation obligations. To that end:

- Testing Accommodation Forms (TAFs) must be completed in their entirety by the instructor of record, and submitted through the Rebel Access Portal (RAP) within one business day of receipt of the link on the Faculty Notification Letter (FNL). For purposes of mandated access, it is necessary that the DRC has a means to contact the instructor or responsible Department/School official should a student have questions, or if there are issues with the examination. Please consider providing a mobile number for calling/texting to the DRC Testing Coordinator, or on the TAF, in case there is a problem or question during testing.
- Examinations/Quizzes must be received by the DRC a minimum of 24 hours in advance of the assessment date, by uploading them to the RAP portal, sending them by email to drctesting@unlv.edu, or by dropping them off at the DRC, located in Student Services Complex - Building A (SSC-A), Room 143. If due to extenuating circumstances an instructor is unable to provide the exam at least 24 hours in advance, the instructor must notify the DRC immediately. The DRC may contact the appropriate administrator (Chair, Director, Dean) to request assistance to obtain an exam.
- If there are any changes to the exam (such as allowing a longer time for the class to complete the test once it has commenced; placing information needed by the students to complete the exam on a board in the room; providing formula sheets to students upon their arrival to the test), it is essential that the DRC student who is testing away from the classroom location be afforded the same access to any additional information,

as well as to any assistance that the instructor provides to the class during the exam. Not providing to the DRC student any information that is provided to the class could place the DRC student at a disadvantage. For this reason, it is incumbent upon the instructor to notify the DRC of any such changes that occur while administering an exam.

- The DRC will assist instructors in facilitating the accommodation process. Instructors should not hesitate to contact the DRC with questions or concerns about policies, procedures, service provision, and/or any issues with students.

Early Alert Progress Reporting

The [Office of the Vice Provost for Undergraduate Education](https://www.unlv.edu/units/undergraduate-education), <https://www.unlv.edu/units/undergraduate-education>, is actively engaged in implementing best practices for student success at UNLV. As part of this effort, the University is working with instructors to provide formative feedback to primarily first-year students through Early Alert Progress Reporting. Instructor participation in this program is not mandatory, but it is strongly encouraged.

During the first six weeks of the semester, Early Alert Progress Reports will be distributed via email to instructors of select, high-impact courses using the [Campus Connect](https://www.unlv.edu/provost/rpc/campusconnect) platform, <https://www.unlv.edu/provost/rpc/campusconnect>. This email will include instructions and a link to the class roster, where instructors can identify students who may be “at-risk” in the course, and select the reason(s) for the student being marked as at-risk (e.g., poor attendance, missing assignments, etc.). Fields for Absences and Current Grade are optional.

Following submission, students marked at-risk will automatically receive an email regarding their course status, available resources, and other relevant information. Students not marked at-risk will not receive any correspondence. Academic advisors in each College/School will have access to the Progress Report results, so that they can reach out to at-risk students.

Please address any questions about Early Alert Progress Reports to RPC Initiatives & Analytics Coordinator, Pete Rinto (peter.rinto@unlv.edu).

Electronic Educational Learning Tools

Instructors using electronic educational learning tools (e.g., *Pearson Publishing, Socrative, Top Hat, Turning Technologies*) designed to enhance student learning may not market their own materials for sale through any of those systems. Additional costs to students for the use of these tools, or for additional materials available within them must be disclosed in the course registration system (MyUNLV), and clearly labeled as *required* materials in the course syllabus, so that students may use financial aid awards to obtain them.

Final Examinations and Study Week

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The general schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](https://www.unlv.edu/registrar/calendars), <https://www.unlv.edu/registrar/calendars>. **Final exams cannot be given during Study Week, as to do so shortens the length of the semester by one week, and thereby results in a course having fewer than the minimum required number of contact hours.**

Grading

All syllabi should clearly indicate processes for administering assessment exercises, grading, and reporting grades. In keeping with the Family Educational Rights and Privacy Act (FERPA), grades should not be posted publicly, unless complete confidentiality for individual students is ensured. The preferred method for posting grades is to use WebCampus-Canvas. Final course grades must be submitted within the MyUNLV Faculty Center website by 4:00 p.m. on the first Tuesday after the end of the academic semester. For the few courses that end after that date, the due date to submit final grades is the Tuesday following course completion. Beyond the professional responsibility to provide final grades to students in a timely manner, late grades have a negative impact on UNLV’s

share of the NSHE performance funding formula. It is ultimately the Department/School/College's responsibility to have *all* final grades posted on time. The grade submission deadlines for the upcoming academic terms are:

Spring 2021	May 18
Summer I 2021	June 8
Summer II 2021	July 13
Summer III 2021	August 17

Grading, Incomplete Grades

The grade of "I" (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reasons beyond the student's control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving "I" grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of "F" will be recorded, and the student's GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements to complete all course requirements with the instructor who assigned the "I" grade.

Grading, Recording Date of Last Attendance for Incomplete and "F" Grades

Under NSHE and UNLV policy, instructors are not required to take attendance, as defined under federal financial aid guidelines. However, both federal financial aid and NSHE policy require instructors to record (i) a measure of a student's educational engagement at the beginning of the semester, and (ii) when assigning an Incomplete or "F" grade, a student's "date of last attendance," to determine whether the student completed more than 60% of the instruction of a course. Individual instructors may, at their discretion, record an "FN" grade (F for non-attendance) in the case of a student who did not complete more than 60% of instruction and did not withdraw from the course. In all of these instances, the percent of instruction achieved is based upon the student's date of last attendance, defined as the "last date of attendance at an academically related activity" associated with the course, based upon federal financial aid guidelines. This date could be later than the last date of physical classroom attendance.

"Academically related activity" is defined at UNLV as any of the following actions, all of which are taken from Title VI federal financial aid guidelines:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial, or computer-assisted instruction;
- attending a study group that is assigned by the academic unit;
- participating in an online discussion about academic matters; or
- initiating contact with an instructor to ask a question about an academic topic studied in the course.

Academically related activities **do not** include activities where a student may be present, but not academically engaged, such as:

- living in institutional housing;
- participating in the University's meal plan;
- logging into an online class without active participation; or
- participating in academic counseling or advisement.

Note about *logging into an online course without active participation*, above: The acceptable standard is that an institution can demonstrate "that a student participated in class or was otherwise engaged in an academically related activity, such as contributing to an online discussion or initiating contact with an instructor to ask a course-related question."

International Activities

UNLV instructors and staff who initiate activities with an international component that includes accompanying students or guests must contact the Office of International Programs (located in CBC-B 325, telephone 702-895-3896) during the initial planning stages of the activities, to obtain information regarding UNLV and NSHE policies for foreign study, research, or travel. UNLV employees have a contractual obligation to comply with UNLV policies and the NSHE Code.

The Office of International Programs is the centralized academic support unit that assists UNLV in the planning and development of cooperative agreements, programs abroad, instructor exchange, field study projects, and other initiatives fostering internationalization. Instructors or staff considering the development of international programs must contact International Programs.

Failure to work within UNLV and NSHE policies for the development and approval of international travel may result in employee noncompliance with institutional policy. Employees may not be provided institutional support to cope with any professional or legal consequences that arise from out-of-compliance activities, which may be the sole responsibility of the instructor or staff member.

Mid-Semester Courses

Mid-semester courses allow five weeks of instruction before the start of the final exams for semester-long courses. Mid-semester courses should include a minimum of 750 minutes of classroom instruction per credit. Mid-semester courses are designed, approved, and built within academic Departments, Schools, and Colleges. This process should be completed as early as possible, to allow for proper scheduling and advertising. Please note that these courses are FTE-generating courses, just as any others offered by that academic unit. Thus, each Department/School needs to complete any necessary employment documents for instructors teaching mid-semester courses. If the week-long Spring Break Recess falls within a mid-semester course, Spring Break does not count as part of the five weeks of instruction.

The start date for Spring 2021 mid-semester courses is April 5.

Missed Classwork

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the *Missed Classwork* policy, under *Registration Policies*, on the [Academic Policies](#) webpage, <https://catalog.unlv.edu/content.php?catoid=29&navoid=7326>.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student provides official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a "Drop one" option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate's policy, and an infringement on the student's right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided.

There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to: academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

Online Proctoring Service

Instructors who use the ProctorU online proctoring service should include the following statement in their syllabi:

This course has proctored exam(s), and therefore verification of identity and additional charges are required (average cost is \$50 per course). Before registering with ProctorU, please make sure that the devices you use meet the ProctorU system requirements. For more information visit [ProctorU Resource Center](https://www.proctoru.com/proctoru-live-resource-center), <https://www.proctoru.com/proctoru-live-resource-center>.

Rebelmail

Rebelmail is UNLV's official email system for students and by University policy instructors and staff should only send emails to students' Rebelmail accounts. Rebelmail is one of the primary ways students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Students' email prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. Emailing within WebCampus-Canvas is also acceptable.

UNLV Support Team / Students in Distress

Instructors may come in contact with students who are in distress. From stress or anxiety to suicidal ideation, the UNLV Support Team works to connect students experiencing distress with the appropriate Campus resources. To make a referral to the UNLV Support Team, please visit the [UNLV Support Team webpage](https://www.unlv.edu/campuslife/supportteam), <https://www.unlv.edu/campuslife/supportteam>. Students will receive access to care and follow-up. For immediate emergency assistance from UNLV Police Services, dial 911 on a UNLV land-line telephone, or 702-895-3669 from a mobile phone.

Instructors and staff play an invaluable role in helping students who are in distress. An expression of interest, concern, and compassion is an important factor for a student seeking assistance. The UNLV Support Team offers presentations to instructors/staff groups and individual classes on identifying signs of distress, approaching students they are worried about, and referring students to support services. The presentation includes information about an online training program aimed at helping participants gain experience in talking to students in distress. In this course, titled At-Risk for Faculty & Staff, participants also learn effective listening skills. To take the free, online, 45-minute course, please follow the instructions below.

- Visit www.kognitocampus.com/login, and create a new account.
- Use enrollment key: **unlasvegas**.
- Follow the on-screen instructions.
- Choose your course and click "Launch".

Saturday Classes Holiday Schedule

In general, if a holiday falls on a Monday, then Saturday classes meet. If a holiday falls on a Friday, then Saturday classes do not meet. To review the Faculty Senate policy detailing when Saturday classes meet, please see the *Saturday Class Policy* on Current Policies, on the [University Policies](https://www.unlv.edu/about/policies/current-policies) webpage, in the Executive Vice President and Provost section, <https://www.unlv.edu/about/policies/current-policies>.

Teaching Evaluations

As one component of evaluating the effectiveness of teaching activities at UNLV, course evaluations are required to be administered at the end of each course. Teaching evaluations are an essential component of assessment data, and therefore it is crucial to maintain the reliability, validity, and legitimacy of these instruments. The minimum standards for administering these evaluations (Anonymity, Objectivity, and Post-Evaluation Procedures) are outlined in the document [Minimum Standards for Teaching Evaluations by Students](https://www.unlv.edu/about/policies/current-policies), <https://www.unlv.edu/about/policies/current-policies>, in the Executive Vice President and Provost section. This document has been approved unanimously by the Academic Council of Deans and the Executive Vice President and Provost, and reflects the minimum standards that apply to all Departments/Schools/Colleges when administering student evaluations of teaching. The Office of the Executive Vice President and Provost recommends use of the [Blue eXplorance teaching evaluation tool](https://ir.unlv.edu/IAP/course-evaluations/blue-exploration-course-evaluations/), <https://ir.unlv.edu/IAP/course-evaluations/blue-exploration-course-evaluations/>.

Textbooks/Instructors Requiring Own Textbook(s) for Class

In order for instructors to assign their own textbook for use in one of their courses, a request must be approved by the instructor's Dean. The guidelines *Textbook Selection & Faculty Using Their Own Textbook* are on the [University Policies](https://www.unlv.edu/about/policies/current-policies), <https://www.unlv.edu/about/policies/current-policies>, in the Executive Vice President and Provost section. These guidelines were developed to protect both instructors and students. The Dean must approve the instructor's request before the instructor submits the book order to the book store. An approval is valid for three years, and the Dean's office maintains these records.

The requirements specified by the NSHE attorneys for instructors to require their own textbooks in the courses are:

1. published books must be properly copyrighted by the authors;
2. published books are available for open sale;
3. UNLV instructors do not make sales directly to students; and
4. the request is approved by the Dean of the appropriate College/School.

NOTE: This policy does not apply to course packets produced by Integrated Graphics Services and available at the UNLV Bookstore.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681)

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal mandate prohibiting discrimination based on the gender of students and employees of educational institutions receiving federal financial assistance. Sex discrimination includes sexual harassment, sexual violence, and/or discrimination related to pregnancy. In compliance with Title IX, UNLV prohibits discrimination in all programs and activities, including hiring, on the basis of sex or gender. Please refer to the Office of Compliance [Title IX Resources](https://www.unlv.edu/compliance/TitleIX-resources) webpage, <https://www.unlv.edu/compliance/TitleIX-resources>, for additional information.

Anyone in a supervisory, managerial, administrative or executive role or position (such as a supervisor, Department Chair/School Director, Dean) who receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, must immediately contact one of the identified Title IX Coordinators to forward the complaint, to discuss it, and/or to report the action taken. Title IX complaints must be immediately communicated to the Title IX Coordinator.

UNLV Today

This is a daily e-newsletter that delivers information to UNLV instructors and staff via their UNLV e-mail accounts. Information shared in UNLV Today includes upcoming events, training opportunities, and organizational and benefit changes. An entry can be submitted for consideration via [UNLV Today](https://news.unlv.edu/unlvtoday), <https://news.unlv.edu/unlvtoday>.

UNLV Official

This is an electronic mail list that disseminates information that the entire Campus must receive. Subscription to the UNLV Official list is automatic, and occurs at the time an employee's email account is established. All employees are expected to read these communications upon receipt.

Thank you for your compliance with these important policies. Have a great semester!