

## Important Academic Policies

### *Absences for Non-Academic Reasons*

Faculty have discretion to excuse absences as they deem appropriate. In general, students may be excused for reasons such as (a) ill health, (b) participation in official intercollegiate events, (c) personal emergencies (d) instructional trips, and (e) important religious holidays and/or observances as discussed with the instructor.

If students are dealing with an unexpected, extenuating circumstance that will keep them out of class or affect their performance for more than a day or two, they can reach out to the Dean of Students ([dean.students@unh.edu](mailto:dean.students@unh.edu)) to request a letter be sent to their faculty. You will receive these letters from the Dean of Students Office (or for **Manchester**: Stephanie Kirylych, Director of Academic Advising, at [stephanie.kirylych@unh.edu](mailto:stephanie.kirylych@unh.edu)). Please do not ask students for documentation yourself or ask the student follow up questions that would violate the confidentiality of this process. Once you receive a dean's letter, it is within your authority to determine what remedy or accommodation is appropriate (see the [Student Rights, Rules, Responsibilities, Academic Policies, 04 Attendance and Class Requirements](#)). It is expected that instructors will be reasonable in offering flexibility to students including not requiring students to come to class when ill and offering some opportunities for students to stay on top of the work. Please see Resource Hub PDF section 10.0 (or web page [here](#)) for guidance.

You may receive two types of letters from the Dean of Students. One letter is typically used when a student is required to isolate or quarantine related to COVID-19. The other is used more generally for a range of extenuating circumstances that may affect the student's performance or attendance. The letters typically go out the next business day after the Dean of Students Office receives the necessary documentation, but may cover a situation that has already been affecting the student. Typically, the extenuating circumstances for the general letters will warrant flexibility for 1-2 weeks. However, the "general" letters go out due to a variety of concerns and do not have a fixed deadline. You may offer flexibility beyond that timeframe as you deem appropriate.

In general, there is no expectation that you offer any specific kind of flexibility (e.g. Zoom option), and you have discretion to determine the limits of what flexibility is appropriate. For questions or consultation about any specific case, you may contact the Dean of Students directly ([dean.students@unh.edu](mailto:dean.students@unh.edu)).

Please keep in mind, letters are issued when the student is managing circumstances that will affect their academics for more than a day or two. When students miss a single day of class or are asking for flexibility with a single assignment/exam, you should use your discretion to determine what is appropriate rather than referring them to the Dean of Students. You can find more information about these letters on the [Dean of Students website](#).

### *Accommodations for Disability*

Under the ADA, any student with a disability has the right to request services from UNH to accommodate their disability. Faculty have an obligation to respond once they receive official notice of accommodations from [SAS](#), but are under no obligation to provide retroactive

accommodations. We advise you not to provide accommodations to students who are not registered with SAS. Please see Resource Hub PDF guidance and sample syllabus language at section 6.0 (or web page [here](#)).

### ***Exam Scheduling***

University policy prohibits the administration of examinations (i.e. no quizzes, tests, or exams) during the last week of classes. Outside of classes, only formal lab practicals may be scheduled during this week. Homework, labs and written reports **can** be due during the last week of classes. Classes are held on Election Day. However, no examinations may be scheduled, faculty are asked to provide opportunities to make up and scheduled activities on that day as appropriate. Many colleagues suggest that it is wise to be sensitive about student religious obligations. Sample syllabus language is available at Resource Hub PDF section 8.0 (or web page [here](#)).

### ***Incompletes***

We hold students to high academic standards. Given our expectations, please avoid awarding incomplete grades. Only in the event of compelling, non-academic circumstances beyond a student's control should an incomplete be awarded, and only if the student requests an incomplete. An administrative failure (AF) is the appropriate grade for a student who has missed substantial portions and assignments of a class.

## **II COVID-specific Policies and Guidance**

### ***Health and Safety in Face-to-Face Classes***

We are opening with masks required in the classroom and any indoor setting where people are in close contact for more than a few minutes. The wearing of masks anywhere on campus is a personal choice that should always be respected and encouraged if anyone is feeling uncomfortable. **UNH is continually monitoring the health of the community and protocols and policies may change.** The university will expand mask wearing and other health protocols (such as restricting visitors or limiting gathering sizes) if and when our data monitoring (e.g. surveillance testing, wastewater testing (Durham only), local infection rates) warrants these requirements. Rave messaging (email and text) as well as Canvas messages will be used to alert the community of any change.

### ***The Wildcat Pass – Promoting and Cooperating with #unhtogether***

The Wildcat Pass is a web and mobile app students are required to use to help keep track of the requirements for being in compliance with necessary testing, isolation, and quarantine rules that will help to keep our community healthy. Students will be told that any university official may ask them to show a valid Wildcat Pass if they are on a campus. Resource Hub PDF section 1.12, point 7 contains sample syllabus language on the Wildcat Pass as well as a PowerPoint template (or web page [here](#)).

As part of the Wildcat Pass, students are required to sign the Wildcat Pledge (<https://www.unh.edu/coronavirus/pledge>). This is a pledge to accept responsibility for playing a role in the health and safety of our community, to obey all UNH policies as well as state and federal laws around COVID, and to create a respectful environment for individual safety.

### ***Contact Tracing with In-Person Classrooms***

To assist with contact tracing, it is recommended that students remain in the same seat or group of close contacts throughout the entire semester. Resource Hub PDF section 1.12, point 6 contains sample syllabus language on assigned seating and contact tracing (or web page [here](#)).

### ***Attendance***

Attendance policies for courses are determined by individual faculty based on the needs and requirements of their courses. Students are expected to adhere to these policies as usual. Given the constant state of change in campus operations, faculty are strongly encouraged to maintain flexibility in their in-person attendance policies. Resource Hub PDF section 1.21, point 5 contains sample syllabus language on all-class and rotational attendance (or web page [here](#)).

### ***Changes to Course Modalities***

Given the potential for campus mode of operation changes (see and monitor <https://www.unh.edu/coronavirus>) course modality changes during the semester may be necessary. Consider including language about potential changes to course delivery and assessments, based on health and safety conditions. Resource Hub PDF section 1.2 and 1.21 points 1-4 contain sample syllabus language on course modality changes (or web page [here](#)).

### ***Class Recording (if applicable)***

Students' enrollment in a UNH course is consent to being recorded by UNH media platforms for educational and remote access purposes. The University and Zoom have FERPA-compliant agreements in place to protect the security and privacy of UNH Zoom accounts. Students may not share recordings outside of their course. If using a media platform in their course, instructors are strongly encouraged to include syllabus language that makes this clear to students; that language can be found at Resource Hub PDF section 1.21 point 3 (or web page [here](#)).

### ***Remote Proctoring (if applicable)***

If using remote proctoring in their course, instructors are strongly encouraged to include explanatory language on remote assessment proctoring on their syllabi, where applicable, including procedural and technological detail. Courses using such software will test it with students during the first weeks of instruction. This is important to ensure equity across your class and enable students with technology limitations to access help from IT or to work with faculty on alternative accommodations. Resource Hub PDF section 1.21 point 6 contains sample syllabus language on remote proctoring (or web page [here](#)).

## **IIb. Non COVID-specific Guidance and Recommended Syllabus Language**

### ***Academic Honesty Policy***

Many colleagues are making note on their syllabi of the importance of the University Academic Honesty Policy. Given the vigilance of the University in rooting out dishonesty, we strongly encourage this practice, as well as one that clearly explains your standard penalty as allowed per the [University Academic Honesty Policy](#). Many colleagues also include in their syllabi the link for the [tutorial on plagiarism](#) as well. This language is located at Resource Hub PDF section 5.0 (or web page [here](#)).

### ***Course Designation***

Instructors are strongly encouraged to designate clearly on their syllabus that the course is a Discovery, Writing Intensive, and/or an Inquiry course if it is one.

### ***Expectations for Behavior in Online/Remote Course Components***

If applicable, clearly state rules, norms, and best practices for student and instructor social engagement on discussion boards, in the chat box on Zoom, and convey your expectations regarding visibility on camera, muting, etc. Resource Hub PDF section 3.0 (or web page [here](#)) contains helpful guidance on “netiquette” and other recommended communication frameworks.

### ***Course Workload and Credit Hour Expectations***

This syllabus reflects the federal definition of a credit hour, which entails a minimum 3 hours of engaged time per week per credit over a 15-week semester. Examples of engaged time include class time, assignments, examinations, laboratories, participation in course-related experiences, conferences, and office hours. Faculty Senate recommended syllabus language on credit hour compliance is located at Resource Hub PDF section 4.0 (or web page [here](#)).

### ***Accessibility Services***

According to the Americans with Disabilities Act (as amended, 2008), each student with a disability has the right to request services from UNH to accommodate their disability. Students with a documented disability or who believe they may have a disability that requires accommodations, should contact [Student Accessibility Services \(SAS\)](#). Accommodation letters are created by SAS with the student. Instructors are urged to include the language found at Resource Hub PDF section 6.0 in their syllabi (or web page [here](#)).

**Specific for Manchester:** The Student Accessibility Coordinator at UNHM is Jenessa Zurek. Please reach out to the SAS office via email at [jenessa.zurek@unh.edu](mailto:jenessa.zurek@unh.edu) for registration information and disability related questions. Jenessa Zurek is available through phone and email Mondays and Wednesdays from 9am-2pm.

### ***Mental Health and Wellness***

We urge instructors to inform students of the mental health and wellness resources available to them. If you encounter a student you are concerned about for such reasons, please encourage the student to contact UNH Psychological and Counseling Services ([PACS](#); 3rd floor, Smith Hall; 603-862-2090/TTY: 7-1-1). Resource Hub PDF section 7.0 (or web page [here](#)) contains a syllabus statement on supporting students’ use of these services which we strongly encourage adopting for your course.

**Specific for Manchester:** In partnership with The Mental Health Center of Greater Manchester, UNH Manchester offers free mental health sessions for students. Students can schedule counseling sessions by emailing [unhm.advising@unh.edu](mailto:unhm.advising@unh.edu). Counselors will be available on Monday, Tuesday, and Thursday from 9am-5pm.

The National Suicide Prevention Lifeline provides 24/7, free and confidential support via phone or chat for people in distress, resources for you or your loved ones, and best practices for professionals. Call (800) 273-TALK (8255).

## **Mandatory Reporting & Title IX**

### ***Confidentiality and Mandatory Reporting of Sexual Violence or Harassment***

The University of New Hampshire and its faculty are committed to assuring a safe and productive educational environment for all students and for the university as a whole. To this end, the university requires faculty members to report to the university's Title IX Coordinator (Laura Buchs, [laura.buchs@unh.edu](mailto:laura.buchs@unh.edu), 603-862-2930/1527 TTY) any incidents of sexual violence and harassment shared by students. Please include the statement at Resource Hub PDF section 9.0 (or web page [here](#)) in your course syllabi. More information can be found here (<https://www.unh.edu/affirmativeaction/title-ixsexual-violence>).

## **III. Technology Resources**

Instructors are urged to outline for students the technology needed to participate in their class including any software and or hardware expectations that students will need to full participate in class.

A list of teaching and learning technology resources and links can be found [here](#). Students can receive hands on technology help at the [Academic Technology Support](#) Center on Level 3 of Dimond Library, remote help is available by submitting an [online request](#) or calling the IT Help Desk: 603-862-4242.

Students who do not have an appropriate device to fully participate in their classes may request a loaner laptop for the full academic year through the form on the [Basic Needs Support](#) site.

Faculty needing additional classroom equipment, such as an OWL, to conduct hybrid classes to accommodate student absences may submit requests [here](#).

## **IV. Referral Resources for Your Students**

Resource Hub PDF section 10.0 (or web page [here](#)) provides guidance and resources for students experiencing an aggravated and compelling non-academic circumstance beyond their control and for which the Dean of Students has documentation. Additional Resources Hub guidance and resources you may find helpful during the semester in dealing with students facing difficult challenges are:

***Center for Academic Resources (CFAR)*** is dedicated to student academic success by teaching students to study smarter. CFAR staff coach students on study strategies like notetaking and reading skills, tips for remote learning, time management, organization, preparing for exams, problem-solving, and utilizing online and campus resources. [Peer academic mentors](#) represent a

variety of majors and use the students' course materials to demonstrate best practices. Make peer mentor appointments on the CFAR calendar at <https://unh.mywconline.com>. If you prefer to talk with a CFAR [professional educational counselor](#), email us at [cfar.sss@unh.edu](mailto:cfar.sss@unh.edu); use Chat Live on our website at <https://www.unh.edu/cfar>; or stop by Smith Hall Second floor, Monday-Friday from 8:00-4:30. Our CFAR website also has a large selection of [study tips and tools](#) and [STEM videos](#).

***Affirmative Action and Equity Office*** provides services for student who experience identity-based bias.

***Sexual Harassment and Rape Prevention Program (SHARPP)*** provides free and confidential advocacy and direct services to survivors (<https://www.unh.edu/sharpp/>).

***Question, Persuade, Refer (QPR)*** is a training program in mental health matters, specifically suicide prevention, offered by PACS colleagues. Please contact PACS via the training request form [here](#) should your department or program want to arrange a training session.

[Dean of Students Office](#) provides support to students and consultation to faculty regarding complicated student situations that may go beyond referrals to PACS, SHARPP, etc. You may [contact the Dean of Students directly](#) for assistance or consultation. Additional support provided could include access to the [Basic Needs Program](#) (financial, food, or housing insecurity assistance), assisting with a [Health Leave of Absence](#), and engaging [the Behavioral Intervention Team](#) for significant mental health concerns. Please know that the associate dean of a student's college is also a helpful resource. The Dean of Students and the associate deans work as close partners in complicated student cases.

### **Specific for Manchester:**

**Library:** The UNH Manchester librarians are available to assist you with your research. You can get help from a librarian by using the links on this page:

<https://libraryguides.unh.edu/remotearchive/researchhelp>

The following online resources provide information about library resources and services:

UNH Manchester Library webpage: <https://manchester.unh.edu/library>

Access Library Resources: <https://libraryguides.unh.edu/remotearchive>

Reserve a study room for Zoom classes: <https://libraryguides.unh.edu/remotearchive/studyrooms>

**Center for Academic Enrichment:** Provides academic support services, including individual tutoring, for all students. Make an appointment through the CAE My Courses site on your Canvas dashboard. Phone: (603) 641-4113. Email: [unhm.cae@unh.edu](mailto:unhm.cae@unh.edu)

**Food Pantry:** The campus food pantry has pre-packed bags of non-perishable food items for students in room 437. If you have any questions, contact [lisa.enright@unh.edu](mailto:lisa.enright@unh.edu)

**Sexual Harassment and Rape Prevention Program (SHARPP):** Provides free and confidential advocacy and direct services to survivors. (<https://www.unh.edu/sharpp/>.)

**QPR** is a training program in mental health awareness and suicide prevention training offered by trained facilitators and members of the UNH Manchester community. Please contact Lisa Enright at [lisa.enright@unh.edu](mailto:lisa.enright@unh.edu) should your department or program want to schedule a training session.

**Behavior Intervention Team (BIT):** This team provides assistance to the UNH Manchester community when there is a need to activate a systematic, coordinated response to students who may be in crisis or whose mental, emotional or psychological health condition may substantially disrupt or directly threaten the safety of the learning environment. The BIT receives reports from security, students, faculty, administrators, and others regarding students of concern, develops and implements appropriate interventions, assists students in accessing appropriate resources and recommends appropriate actions to the Dean of Students when needed. The UNH Manchester BIT is a collaborative interdisciplinary advisory team comprised of the following members:

Lisa Enright, Assistant Dean of Student Success, Chair  
Stephanie Kirylych, Director of Academic Advising, Co-Chair  
Dan Reagan, Associate Dean of Academic Affairs  
Bruce Azotea, UNH Security in direct collaboration with UNH Police  
Keriann McDonough, Program Manager, Office of Student Engagement

More information can be provided by emailing [UNHM.BIT@unh.edu](mailto:UNHM.BIT@unh.edu). BIT works as close partners with faculty and staff to provide a caring, holistic approach to promote student safety and well-being on the Manchester campus.