

COVID-specific Instructional Guidance & Recommended Syllabus Language for Faculty Resource Hub

1.0 Topic: Classroom Expectations and Management

1.1 Health and Safety for In-Person Instruction

The health and safety of the UNH community (students, employees, contractors and guests) while fulfilling the UNH mission is the highest priority. The most challenging part of COVID protocols and recommendations for Spring 2022 is the fluidity of the factors that determine our community's health: vaccination rate, infection rate and variant characteristics. However, the proven testing protocols, along with other indicators such as regional and state data, CDC guidance, vaccination data, and wastewater testing in Durham, give us the tools needed to adjust protocols and successfully support our mission while minimizing the health risk to individuals.

This fluidity means that instructors and students will need to be aware of any changes in protocols. When any university- or campus-wide protocol is changed, the RAVE alert system (also used for weather cancellations) will notify the impacted community through text and email, and Canvas notifications will be used.

For the start of the Spring 2022 semester, masks will be required in all classrooms and teaching laboratories, and in any other indoor enclosed spaces where people will be close to one another for more than a few minutes.

A valid Wildcat Pass remains a requirement to be on any campus as part of ensuring that all are complying with the testing protocols that are key to maintaining safe campuses. Instructors and university officials have the right to ask to see a valid Wildcat Pass of anyone on campus. In 2021, the Student Senate passed a motion encouraging faculty to ask to see the Wildcat Pass in class. The Motion can be found [here](#). There is recommended syllabus language below about [Wildcat Pass](#) and an example PowerPoint that can be used in the classroom on [Resource Hub](#). Details about the requirements for a valid [Wildcat Pass](#) can be found [here](#).

It is also a reality that both students and employees will have different personal risk tolerances. As masks and frequent hand washing are the first line of defense for personal safety, all classrooms will have masks and hand sanitizer available. It is important that all members of the community make sure that everyone feels comfortable wearing a mask in any situation that they wish to do so, even if a mask mandate is not in effect. This is their right, and at UNH we want a community that supports people's personal choices for their safety. Instructors have a special role to play to make sure all students are comfortable in their learning environment, and the example of instructors to ensure that students are welcomed to wear masks even without a mandate is a powerful message. Any instructor, employee or student also has the right to request that masks be worn by others in an indoor setting with close contacts even if a mask mandate is not in place. A best practice is to post signage on an office door or in a classroom requesting that

masks be worn inside. If masks or sanitizer is needed for a classroom, meeting room, or office, please complete a PPE Order form or contact: Ron O’Keefe at ronald.o'keefe@unh.edu.

Instructors should address obvious violations of or refusal to follow COVID protocols in their classroom (e.g., failure or refusal to properly use masks during a time of mask mandates, not having a valid [Wildcat Pass](#)) as they would any serious behavioral situation with appropriate reporting escalations. Some violations of COVID protocols may be less obviously intentional than others, such as missing a test drop off. For example, a student may have forgotten to drop off a test, resulting in a “Warning” state on their Wildcat Pass. This warning can be cleared by the student for 24 hours to give them time to submit another test and get a result. In these cases, a refusal to remedy the action and further comply with COVID protocols is a more serious violation than a momentary "slip up."

Students have been made aware of potential consequences for failure to abide by university public health protocols (see updated [Student Rights, Rules & Responsibilities](#)). Here are some video links ([President](#),) showing additional messaging to students. At any time, in or out of class, you can use the anonymous online incident reporting tool ([COVID-19 Incident Report](#)) to document and report violations of COVID protocols. All reports will be investigated and, if you choose, you can follow up on the investigation through the assigned incident number. Use of the [COVID-19 Incident Report](#) tool allows a central collection place of reported violations across all venues, including off campus, thus enabling the COVID response team to manage potential behavioral issues as rapidly and fairly as possible.

Per state law regarding public institutions, no employee of UNH can ask anyone if they are vaccinated, nor can they withhold and service or provide a different service to the vaccinated versus unvaccinated. The NH Attorney General has specifically approved our testing plan, changing data response plans, and use of Wildcat Pass as communicated.

Contact tracing will be critical to controlling the spread of COVID and will be especially complicated with young students who have numerous interactions with each other. We are asking for your cooperation in implementing a way to be able to help the contact tracers identify potential close contacts (CDC definition [here](#)) in your educational space (e.g. consistent groupings in labs, seating chart or picture of classroom). Some options are suggested in the syllabus text below.

1.1.2 Syllabi: Example Statements and Sample Language for Health and Safety in the learning environment

Faculty, TAs, and course instructors are critical partners in promoting our [#unhtogether](#) COVID response culture. We all have a responsibility during this COVID-19 pandemic to protect our own health and the health of friends and fellow community members. Violations of the COVID protocols by even a single individual can cause significant disruptions or discontinuation of in-person academic activities. Any student creating such disruptions undermines the opportunity for others to learn and engage with the UNH community, and as such, is in serious violation of the [UNH Student Rights, Rules, & Responsibilities](#).

In alignment with our [#unhtogether](#) commitment to the ongoing health and safety of our community during the COVID-19 pandemic, there are several changes in classroom expectations.

All students are required to wear masks in class and in any other indoor spaces where people will be close to one another for more than a few minutes, unless a medical exception is made through an accommodation process. It is your responsibility to obtain a mask before coming to class. For information on proper use of masks, acceptable mask types, and other PPE and social distancing guidelines visit (<https://www.unh.edu/coronavirus>). Students wishing to request a medical accommodation should contact the Student Accessibility Services ([link](#)). Failure to comply with PPE or any other UNH COVID protocols is a violation of the [Student Rights, Rules, and Responsibilities](#). If you refuse to comply, you will be asked to leave class immediately and you may also be reported to the Office of the Dean of Students and your associate dean.

- 1) Your instructor or TA may be wearing a face shield without a mask during instruction and only while maintaining at least a 6-foot distance from any student.
- 2) Each classroom entrance is equipped with hand sanitizer and surface wipes.
 - a. Use hand sanitizer as you deem appropriate.
 - b. Wipe down your personal space prior to class and throw the used wipes away on the way out of class or take them with you.
- 3) Contact tracing is an important part of containing any COVID spread. The following practices will facilitate effective contact tracing implementation should the need arise.
 - a. Students should sit in the same seat for each class period to minimize potential contacts.
 - b. We ask students to know the names of each of the people sitting closest to them, their nearest neighbors.

OR
We will be filling out a seating chart as part of each class.

OR
A picture will be taken of where you are sitting for each class.
- 4) UNH has developed “Wildcat Pass,” a web and mobile app to help each of us keep track of the requirements for compliance with necessary testing, isolation, and quarantine rules that will help to keep our community healthy.
 - a. Log into your Wildcat Pass each day before coming to campus or leaving your residence hall.
 - b. Be prepared to show your mobile device or a computer printout of your daily Wildcat Pass if asked by a university representative.

Specific for Manchester:

The University is invested in your academic success. If a faculty member is concerned about your academic behavior or performance, they may submit an academic alert. Academic alerts are not punitive. The goal is to provide you with support and resources to support your success. They act as an important check-in point and, if you receive an academic alert, you will receive an

email to your UNH email address. It is strongly recommended that you meet with a professional advisor and connect with your instructor to discuss the reason for the alert.

1.2 Subtopic: Class Modality, Remote Instructional Access, and Scheduling

All-campus shifts in modality. The entire UNH community must prepare for changing instructional circumstances, including individual courses or the entire campus pivoting to remote-only instruction, which may require changes to course assignments and assessments. Monitor all course announcements, campus email, UNH Police Twitter, RAVE alerts, Canvas announcements and other announcements to stay up to date. Encourage and guide students in doing the same.

Syllabi should spell out the meaning of modality changes for physical attendance requirements, course policies (e.g., submitting work), and for a course's assessment format and assigned work.

Changes to an individual student's ability to continue participation in a course.

Accommodation processes are returning to pre-COVID processes. If a student will be missing class for non-academic reasons and for the short term (typically less than and no more than 2 weeks), the instructor will receive a letter from the Dean of Students (Michael Blackman, Michael.blackman@unh.edu) requesting that the instructor work with the student to enable them to keep up with class expectations or to make up class expectations without penalty. It is the responsibility and prerogative of the instructor to work with the student on what accommodations make sense for the specific course requirements and circumstances (e.g., outside reading and special assignment, responsibility to get missed class notes from classmate, online learning module, remote access if available).

Instructors are also at risk of non-academic reasons for being unable to teach in the classroom. During the COVID time where that likelihood is greater than during normal times, it is recommended that the instructor initiate a conversation with the class on what expectations are for students if they get a letter from the Dean of Students for missing class, and what the students can expect if the instructor must unexpectedly miss a class.

If the student needs more than 2 weeks of an accommodation for non-academic reasons, then the student must follow the UNH Student Accessibility Services ([SAS](#)) processes. Instructors are strongly urged **not** to make informal accommodations to students, as that can lead to unintended inequities.

When a student works through SAS, SAS staff will first determine the student's eligibility for accommodations. If the student is eligible for accommodations, then the SAS staff will work with the instructor to determine collaboratively what can or cannot be done to enable the student to continue in the course. More information about how SAS operates can be found on the Resource Hub [here](#).

1.2.1 Syllabi: Statements and Sample Language for potential modality change

Changes to campus mode of operation and instructional modality.

- 1) *(Applicable to face-to-face or hybrid classes)* This class is beginning the semester operating in face-to-face operations with a mask requirement in place. If your health and safety require shifting to additional precautions such as social distancing, the modality and schedule of this course may change.
- 2) *(Applicable to online or hybrid classes)* Your classroom is equipped with technology that will provide remote access to class instruction. Because of the need to accommodate potential isolation and quarantine due to the COVID pandemic, lectures or other class meetings for this course may be recorded by the university using UNH media platforms. Such recordings may be available for educational use (including both for instruction and as a review tool) by students enrolled in the class, the course instructor(s), and other university officials who support course instruction. Your voice or image may be captured on the recordings, and by enrolling in this course you are consenting to such recording for these purposes. The University and Zoom have FERPA-compliant agreements in place to protect the security and privacy of UNH Zoom accounts. You may not share recordings outside of this course. Doing so may result in disciplinary action.
- 3) *(Applicable to online or hybrid classes)* Students must learn how to access this course in all possible formats.
 - a. Ensure that you have all necessary technology to participate in this course remotely.
 - b. Consult with the instructor and/or with UNH IT for Students <https://www.unh.edu/it/students> with questions.

Attendance (including Rotational) for In-Person Modalities.

- 4) Students are expected to adhere to the attendance policies specific to this course as outlined in the syllabus, as usual. Do not attend class if you have any symptoms of illness or if your daily Wildcat Pass does not show that you are cleared to participate in classes and other campus activities. Inform the instructor or TA, in advance, if possible, that you will be absent from a scheduled in-person class. It is ultimately your responsibility to keep up with all course expectations. When appropriate, accommodations will be made.

[State clearly the course policy on rotational attendance if your course will be delivered in this modality. Include the following language if helpful:] If this class either begins with, or is forced by conditions to adopt, a rotational attendance component, you must only attend in-person on your assigned day(s) and may not switch days with other students or make other modifications to faculty instructions for in-person attendance.

Non-COVID Instructional Guidance & Recommended Syllabus Language for Faculty Resource Hub

2.0 Exam Scheduling

Please be aware of the Faculty Senate approved [academic calendar](#). University policy prohibits the administration of examinations (i.e. no 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.

Please be sensitive to students who request flexibility due to religious obligations: The Day of Ashura begins at sundown on August 18th through sundown on August 19th. Rosh Hashana begins at sundown on September 6th and ends the evening of September 8th. Yom Kippur begins at sundown on September 15th and ends the evening of September 16th. Milad un Nabi is October 19th. Milad un Nabi (Shia) is October 23rd. Hanukkah begins at sundown on November 28th.

3.0 Netiquette Guidelines (from UNH Academic Technologies)

Netiquette is the socially and professionally acceptable way to communicate on the Internet. We are all expected to abide by these guidelines of “netiquette” when using online communication tools with your classmates and instructor. Guidelines can be found through the [Faculty Resource Hub](#) and at this [Academic Technology resource](#). More general guidance can be found [here](#).

4.0 Affirming Credit Hour Compliance

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 (attending a talk or performance, speakers and events, fieldwork, etc.), conferences, and office hours. For more information, please see: <https://www.neche.org/wp-content/uploads/2019/01/Affirmation-of-Compliance.pdf>."

5.0 University 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.

6.0 Sample Statement on Disabilities

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 his/her/their disability. If you are a student with a documented disability or believe you may have a disability that requires accommodations, please contact Student Accessibility Services (SAS) at **201 Smith Hall**. Accommodation letters are created by SAS with the student. Please follow-up with your instructor as soon as possible to ensure timely implementation of the identified accommodations in the letter. 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. For more information refer to <https://www.unh.edu/studentaccessibility> or contact SAS at 603.862.2607, 711 (Relay NH) or sas.office@unh.edu.

7.0 Sample statement on emotional or mental health distress

Your academic success and overall mental health are very important. If, during the semester, you find you are experiencing emotional or mental health issues, please contact the University's [\(PACS\) \(3rd floor, Smith Hall; 603-862-2090/TTY: 7-1-1\)](#) which provides counseling appointments and other mental health services. If urgent, students may call PACS M-F, 8 a.m.-5 p.m., and schedule an Urgent Same-Day Appointment.

8.0 Sample statement to address the needs of students of all faiths

In the event that a student needs accommodation for a religious or cultural holiday/observance, that student is encouraged to make that request as early in the semester as possible.

9.0 Confidentiality and Mandatory Reporting

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, 603-862-2930/1527 TTY) any incidents of sexual violence and harassment shared by students. If you wish to speak to a confidential support service provider who does not have this reporting responsibility because their discussions with clients are subject to legal privilege, you can find a list of resources here [privileged confidential service providers/resources](#). For more information about what happens when you report, how the university considers your requests for confidentiality once a report is made to the Title IX Coordinator, your rights and report options at UNH (including anonymous report options) please visit [student reporting options](#). Help us improve our campus and community climate. If you have observed or experienced an incident of bias, discrimination or harassment, please report the incident by contacting the Affirmative Action and Equity Office at affirmation.equity@unh.edu or TEL # (603) 862-2930 voice/ (603) 862-1527 TTY / 7-1-1 Relay NH, or [log on to the AAEO website](#). Anonymous reports may be submitted.

10.0 Student Absences or Difficulties for Non-Academic Reasons

Should you require it, you will be notified via letter from the Dean of Students in cases where a student is experiencing an aggravated and compelling non-academic circumstance beyond their control and for which the Dean of Students has documentation. Please do not ask students for documentation yourself. Rather refer the student to the Dean of Students. 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 and Responsibilities Academic Policies, 04-Attendance and Class Requirements](#)).

Specific for Manchester:

Absences for Non-Academic Reasons

You will be notified via letter from Stephanie Kirylych, Director of Academic Advising, at stephanie.kirylych@unh.edu, in cases where a student is experiencing an aggravated and compelling non-academic circumstance beyond their control and for which the Director of Academic Advising has documentation. Please do not ask students for documentation yourself. Rather refer the student to the Dean of Students. 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, 04. Attendance and Class Requirements](#)).

10.1 Additional 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; 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](#).

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.

Behavior Intervention Team (BIT) provides assistance to the UNH community when a student's behavior suggests harm to self or others, makes referrals to appropriate resources and recommends appropriate actions to the Dean of Students when needed

(<https://www.unh.edu/student-life/behavioral-intervention-team-bit>). More information can be provided by calling The Office of the Dean of Students at 603-862-2053. The Office of the Dean of Students will provide you with guidance in the event that you have concerns about the health, safety, and well-being of a student.

Please know that the associate dean of a student's college is also a helpful resource. We work as close partners in troublesome student cases.

Specific for Manchester:

Accessibility Services

The University is committed to providing students with documented disabilities equal access to all university programs and facilities. If you think you have a disability requiring accommodations, you must register with the Student Accessibility Services ([SAS](#)) office. The Student Accessibility Coordinator at UNHM is Jenessa Zurek. Please reach out to the SAS office via email at 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.

Instructors are urged to include the language found at Resource Hub PDF section 6.0 in their syllabi (or web page [here](#)).

Mental Health and Wellness

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. 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 at Manchester and its community are committed to assuring a safe and productive educational environment for all students and for the university as a whole. Title IX makes it clear that violence, harassment, and discrimination based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, and ability.

If you or someone you know has experienced sexual or relationship violence, and/or stalking and harassment, you can find the appropriate resources below:

Reporting On Campus:

Title IX Deputy Intake Coordinator: Lisa Enright 603-641-4336. Lisa's office is located on the fourth floor in Room 439.

UNH Manchester Security: 603-541-4101 or located in the second floor foyer

Reporting Off Campus: Manchester Police Department - 603-668-8711, 405 Valley St.
Manchester, NH *or your local police department and for emergencies dial 911

Confidential Support Resources:

YWCA, NH – 603-668-2299(24hour), 72 Concord St. Manchester, NH

Sexual Harassment and Rape Prevention Program (SHARPP): 603-862-7233(24hour), 8 Ballard Street,
Wolff House, Durham NH 03824

The Mental Health Center of Greater Manchester: See contact information and hours above

24 Hour NH Sexual Violence Hotline: 1-800-277-5570

24 Hour NH Domestic Violence Hotline: 1-866-644-3574

Internal Resource Links:

General UNH COVID page <https://www.unh.edu/coronavirus#student>

Teaching and Learning Resource Hub: <https://www.unh.edu/teaching-learning-resource-hub/>

Technology Support <https://www.unh.edu/it/at-support-center-atsc>

Syllabus guidance/resources from UNH Academic Technology course *Introduction to Inclusive Teaching*
https://mycourses.unh.edu/courses/54722/pages/syllabus?module_item_id=1001138

UNH Center for Excellence in Teaching and Learning (CEITL) <https://www.unh.edu/cetl>

Affirmative Action and Equity Office for discrimination and harassment reporting
<https://www.unh.edu/affirmativeaction/>

Relevant recent UNH Faculty Senate motions:

Faculty Senate motion on allowing first term students to change to pass-fail for 4 credits:

https://www.unh.edu/sites/default/files/departments/faculty_senate/on_allowing_first_term_students_to_change_to_pass_fail_for_4_credits_motnxv-m5-12-09-19_0.pdf

Faculty Senate motion on including common language about the federal definition of a credit hour in syllabi (see file “on including common language about fed def of credit hour_Motn XXIV-M18-050420.pdf” Not published on Senate website yet because the minutes are not yet approved from May 4).

Faculty Senate Motion (from 2019) on universal expectations for syllabi.

https://www.unh.edu/sites/default/files/departments/faculty_senate/on_universal_expectations_for_syllabi-motn_-_xxiii-m28-05-10-19.pdf

Specific for Manchester:

III. Referral Resources for Your Students

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

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

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 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. 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.