

## **Important Academic Policies**

### ***Absences for Non-Academic Reasons***

You will be notified via letter from Stephanie Kirylych, Director of Academic Advising, at [stephanie.kirylych@unh.edu](mailto:stephanie.kirylych@unh.edu). in cases where a student is experiencing an aggravated and compelling non-academic circumstance beyond their control, including isolation and quarantine requirements related to COVID-19. 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 letter for a student, 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](#)). Please see Resource Hub PDF section 10.0 (or web page [here](#)) for guidance.

### ***Academic Alerts***

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.

### ***Accommodations for Disability***

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](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.

### ***Exam Scheduling***

University policy prohibits the administration of examinations (i.e. no quizzes, tests, or exams) during the last week of classes (December 7<sup>th</sup> – December 11<sup>th</sup>). 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 any 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***

A key to #unhtogether is the appropriate use of social distancing and PPE (e.g., masks) during in-person classroom activities. PPE is required for all individuals in the classroom or laboratory setting. At a minimum, students must wear masks or have an approved accommodation through SAS. Faculty may wear a face shield with no mask IF and ONLY IF they maintain at least 6 feet of distance away from others in the classroom.

All classrooms have been modified to reduce density. Wherever possible, seats have been eliminated or blocked off to ensure at least 6 feet of distance away from others in order to assure social distancing. Where continuous maintenance of social distancing is not possible, e.g. some laboratory activities, there will be a need to keep track of close contacts in case the need arises for contact tracing as required by State law. Note that per CDC [definition](#), "close contact" comes into play if individuals are within 6 feet of each other for more than 15 minutes. This means that individuals passing each other in hallways or other spaces or interacting (with masks) within 6 feet for less than 15 minutes are NOT considered close contacts.

Extensive guidance and syllabus language are available on the use of masks or formally approved alternatives during in-person classroom activities. See Resource Hub PDF section 1.1 and 1.12 points 1-2 (or web page [here](#)). For up-to-date UNH health information, please see: <https://www.unh.edu/health/health-alert-covid-19> and <https://www.unh.edu/coronavirus>.

### ***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 (or web page [here](#)).

### ***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***

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. We strongly encourage including syllabus language that makes this clear to students, which can be found at Resource Hub PDF section 1.21 point 3 (or web page [here](#)).

### ***Remote Proctoring***

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, developed by the Working Group on this topic (or web page [here](#)).

All final exams for the Fall 2020 semester will be administered remotely. Scheduling of those exams will follow normal practice.

## **I**b.** 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***

We strongly encourage you to designate clearly on your syllabus that it is a Discovery, Writing Intensive, and/or an Inquiry course if it is one.

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

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 14-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***

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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 virtual counseling sessions by emailing [unhm.advising@unh.edu](mailto:unhm.advising@unh.edu). Counselors will be available virtually 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).

### ***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 at [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.

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

**Library:** The UNH Manchester librarians are available to assist you with your research. You can contact a librarian by calling 603-641-4173 or by emailing [unhm.library@unh.edu](mailto:unhm.library@unh.edu).

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

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

Online Research Guides: <https://libraryguides.unh.edu/index.php?b=s>

Access Library Resources Remotely: <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 [Kattarina.Biss@unh.edu](mailto:Kattarina.Biss@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, Director of Student Engagement, Chair

Dan Reagan, Associate Dean of Academic Affairs

Stephanie Kirylych, Director of Academic Advising

Bruce Azotea, UNH Security in direct collaboration with UNH Police

More information can be provided by emailing the Chair of the UNH Manchester BIT at [lisa.enright@unh.edu](mailto:lisa.enright@unh.edu) . Lisa will be able to help guide you in determining the proper referral procedure in any given case in consultation with BIT members. Please do not include the student's name in the email you send to her. Any BIT member can also be a helpful resource to you. BIT will work as close partners with faculty to provide a caring, holistic approach to promote student safety and well-being on the Manchester campus.