UNIVERSITY OF OREGON

Office of the Provost

Dear colleagues,

This is an end-of-term reminder about key academic policies regarding dead week, final exams, reporting student progress and student absences related to university-sponsored events. In addition, there is information about the process for requesting and contracting for Incompletes.

Dead Week

Remember that faculty legislation places limits on assignments and exams during dead week (Week 10). Details can be found on the provost's website.

Final Exams

Students who are scheduled for more than three final exams in one day can take one or more on another day. In addition, students who have two or more exams scheduled at the same time have options for alternate exam times.

Student Progress Reporting

Instructors of record are to provide up-to-date student progress information on Canvas, such as grades recorded on Canvas for assignments, quizzes, etc., by at least two points in the term:

- By the end of Week 6
- Prior to the final exam

This should be done in all courses where progress is not communicated individually to students through other means. We expect that most courses would fall into that category and thus the easiest method to do this will be to record grades in Canvas.

University-Sponsored Events and Student Attendance

Faculty are strongly encouraged to make pedagogically sound and justifiable accommodations for students absent due to participation in university-sponsored events, such as athletic events.

As per the Office of the Provost guidance and interpretation of the Course Attendance and Engagement policy, instructors are allowed to exempt absences due to university-sponsored events from their course attendance policy as long as they generally treat all students who provide documentation from a sponsor the same.

Incomplete Policy

The University Senate approved a revised Incomplete Policy in Spring of 2022. The revised policy provides a centralized process for student requests, faculty approval, and contracts for incompletes. The process can be initiated on the registrar's site for students.

There is an option for instructors to submit an Incomplete form in cases where a student is unable to. This should only be done when there has been an agreement between the instructor and student that an Incomplete is appropriate. The link for that option is at the bottom of the Incomplete policy page.

UO Student Conduct Code and Academic Misconduct

Please familiarize yourself with the Student Conduct Code and policies for academic misconduct. Note that university policy requires instructors to report suspected academic misconduct to the Dean of Students if the instructor intends to impose a penalty should the student be found responsible.

Course Materials Reporting

It is past the deadline to report course materials for Fall 2024 courses – if you have not done so, please report your course materials as soon as possible. All courses must report all materials, or report that there are no materials required. See link above for more information.

Please contact Ron Bramhall in the Office of the Provost with questions.

Sincerely,
The Office of the Provost

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