UNIVERSITY OF OREGON

Office of the Provost

Dear faculty and graduate employees,

We're writing to remind instructors of some important policies. For policy-related questions, we encourage you to bring them to office hours hosted by Ron Bramhall, associate vice provost for academic affairs, on Tuesdays and Fridays from 9:00 to 10:00 a.m. over Zoom.

Student Progress Updates

As per the Canvas Use policy, instructors of record are to provide up-to-date student progress information, such as grades recorded on Canvas for assignments, quizzes, exams etc., at least twice per term:

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

This should be done in all undergraduate courses where progress is not communicated individually to students through other means. For most courses, the easiest method to do this is to record grades in Canvas. The first deadline for providing updates to students on their progress is Friday, November 3, 2023.

This is an important student success action as students need this information to make informed choices about their status in courses prior to the last day to drop a course.

Course Attendance and Engagement Policy

The Office of the Provost has provided interpretation and guidance for this policy to provide clarity and flexibility for instructors with their course attendance policies. We are hearing reports of increased illnesses on campus and some students are running up against their course absence limits. We encourage faculty members to consider how they might accommodate students experiencing extraordinary circumstances using the guidance provided.

For instance, instructors can still implement an "emergency clause" in their course even though the term has already started as long as that clause is applied equally for any student who follows a defined procedure. See the guidance for ideas about how to do that.

Sincerely,
Office of the Provost

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