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 new process for requesting and contracting for incompletes and about reporting course materials for Fall 2024 term.

Dead Week

Remember that faculty legislation places limits on assignments and exams during dead week (Week 10). Details can be found on the provost 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. See link above for details.

Student Progress Reporting

Instructors of record are to provide up-to-date student progress information on Canvas, such as grades 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 apply similar treatment to students who provide documentation from a sponsor.

NEW PROCESS! Incomplete Policy

The University Senate approved a revised Incomplete Policy in spring 2022. The revised policy provides a centralized process for student requests, faculty approval, and contracts for incompletes. Students can initiate the process through the Office of the Registrar website.

There is be an option for instructors to submit an Incomplete Grade Request 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.

Course Materials Reporting

It's not too early to think about reporting course materials for Fall 2024 term. Course materials must be reported through the Duck Store system by April 8, 2024. All courses must report all materials, or report that there are no materials required, by that date. 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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