

AY 2021–22 ACADEMIC INSTRUCTION:  
GUIDANCE FOR COLLEGES, SCHOOLS, DEPARTMENTS, AND PROGRAMS









their usual policy for students who are ill. The instructor of a person class is not required to teach the class remotely to students who are absent due to illness or quarantine. However, an instructor may choose to do so if they wish.

Please note that student health services on campus (Wardenburg Health Center, Counseling and Psychiatric Services (CAPS), and Student Support and Case Management (SSCM)) provide a strain on campus medical services and forces students take unnecessary trips to the doctor. Similarly, the CU Boulder Public Health Office does not provide students with verifications of quarantine. Z š Z Œ š Z v Œ (μ Œ ] v P } š } Œ [ • v } š • } Œ (μ Œ v š ] v À Œ ] ( ) š ] } v U ] v • atte v v % } o ] ] • š Z š } v } š ] • š ] v P μ ] • Z š Á v ^ Æ μ • \_ v ^ μ v Æ μ build in enough flexibility for students who must miss several classes due to quarantine or illness.

Next steps if a student discloses they have COVID-19

If a student discloses to an instructor that they are ill (or tested positive) with COVID-19, the instructor should contact the [CU Boulder Public Health Office](#) to determine any next steps required. The instructor should not v v } μ v š } š Z o • • š Z š š Z • š μ v š ~ } Œ ^ • } 10, as this vs š Z o • • \_ ] š Z Œ ] Œ š o Ç } Œ ] ] v ] Œ š o Ç • Z Œ ] v P • š μ v š [ • % Œ ] Á š Z o š Z ]

Requests for instructional accommodation via remote instruction: students with disabilities and others

Students cannot request that an in-person course be taught to them remotely for reasons other than a documented disability that would require such an accommodation. Remote location, commuting time, scheduling issues and vaccination status are not valid reasons for requesting an accommodation. Students who require an accommodation based on a documented disability must receive approval from the [Office of Disability Services](#). If approval is granted, Disability Services will contact the course instructor to determine if the accommodation will fundamentally alter their course and whether necessary technology support is in place.

## Syllabus statements

The Office of Undergraduate Education will shortly distribute the fall 2021 required syllabus statements to all fall 2021 instructors, including this updated syllabus statement regarding COVID

As a matter of public health and safety due to the pandemic, all members of the CU Boulder community and all visitors to campus must follow university, department and building requirements and all public health orders in place to reduce the risk of spreading infectious disease. Students who fail to adhere to these requirements will be asked to leave class, and

individuals who cannot medically tolerate a face covering, as well as those who are hearing impaired or otherwise disabled or who are communicating with someone who is hearing impaired or otherwise disabled and where the ability to see the mouth is essential to communication. If you qualify for a mandated accommodation, please follow the steps in the attached link on this syllabus. In addition, vaccinated instructional faculty who are engaged in an indoor instructional activity and are separated by at least 6 feet from the nearest person are exempt from wearing masks if they so choose.

{Faculty: add if applicable:} This class has also obtained a mask exemption from the CU Boulder Public Health Office for times where wearing a face covering would significantly impede **d to wear masks while** (add the relevant activity/activities, such as playing a wind instrument, singing, or speaking during foreign language instruction).

Students who have tested positive for COVID, have symptoms of COVID, or have had close contact with someone who has tested positive for or had symptoms of COVID must stay home. In this class, if you are sick or quarantined, {Faculty: insert your procedure here for students to alert you about absence due to illness or quarantine. Because of FERPA student privacy laws, do not require students to state the nature of their illness when alerting you. Do not require "doctor's notes" for classes missed due to illness; campus health services no longer provide "doctor's notes" or appointment verifications.}

### Instructor illness or quarantine

This academic year, the campus has moved to treating instructor illness or quarantine due to COVID in the same way as any other illness or short-term absence from the classroom. These situations will be handled on the level of the academic unit. An instructor who is ill or needs to quarantine should work with their chair, director, or dean on appropriate measures depending on the situation. (TAs should work with the instructor of record for the class.) Those measures might include teaching an in-person class remotely on a short-term basis, finding a substitute instructor, etc.

### October 29 deadline for pass/fail, dropping a class or grade replacement

All normal college, school, department and program restrictions on pass/fail credits and courses are in place this year. The deadline for students to declare a class pass/fail (or to change a pass/fail designation to a grade) is the end of the tenth week of classes (prorated for shorter classes). This is the same deadline for dropping a class, or requesting a class be used for grade replacement. For the fall semester, that deadline is October 29 for regular term courses.

## Planning fall 2021 final exams

Please note that this information does not apply to the Colorado Law, which has its own final exam calendar and reading days. Law students and faculty should check [the academic calendar on the Colorado Law website](#)

*All classes*

All classes must follow the campus [Final Exam Policy](#) exam scheduling provisions:

- For courses in sessions of ten weeks or longer, no examinations may be given during the assignments listed in the syllabus such as papers, lab practicums, presentations, portfolios, and projects may be due during that week.
- Class sessions or graded assignments of any kind, including papers, lab practicums, presentations, portfolios and projects, may not take place or be due on a day designated in the academic calendar as a Reading Day. For fall 2021, Friday, Dec. 10 is designated as a Reading Day.
- When students have three or more final examinations on the same day, they are entitled to arrange an alternative examination time for the last exam or exams scheduled on that day. When students have two final examinations scheduled to meet at the same time, they are

Final exams for online (asynchronous) classes must be administered during the exam period (December 1-15). They may be offered at any time during that period, as long as the administration time window of at least 48 hours begins and ends in that final exam period. An exception to the above two bullet points: some online classes are included on the [online exam schedule](#) for exams to be given at a specific time during the final exam period. For those teaching one of these courses, please communicate your expectations clearly to your students about whether their exam will be given during the established common exam time. The class syllabus must specify the final exam timing and mode of delivery.

#### *Hybrid classes*

Final exams for hybrid classes may use the guidelines for either of their instruction modes, as specified above. For example, a hybrid in-person/remote class may follow the guidelines for either in-person classes or remote classes. The class syllabus must specify the final exam timing and mode of delivery.

#### International student concerns

International Student and Scholar Services (ISSS) addresses international student concerns related to COVID-19, including visas, vaccinations and travel, on [its site](#). Faculty and students with individual concerns should [contact ISSS](#).

#### Senior and community auditors

The [Senior Auditors](#) and [Community Auditors](#) programs return to pre-pandemic operations in fall 2021, after being suspended for AY 2020-2021. Only in-person and hybrid in-person classes are eligible for auditing; remote or online classes are not eligible. All other pre-pandemic course restrictions on auditing also apply. Auditors like all students, must adhere to the CU Boulder vaccination requirement and must follow all other requirements of the university or public health orders related to COVID

Planning the spring 2022 class schedule



