Spring 2020 Semester Academic Reminders

Academic Ombud Services (AOS) is a confidential, impartial, and independent resource that assists students and instructors with their academic questions and issues. This reminder contains information that may be useful to instructors. Please contact AOS at ombud@uky.edu or 859-257-3737 for questions or concerns regarding academic policies.

Forged Documentation

Submitting forged or altered documentation or providing information that is substantially incorrect to excuse an absence is a violation of the Student Code of Conduct. Faculty members may report the student to the Dean of Students by completing an Incident Reporting Form.

Academic Integrity

As part of the student’s due process rights, SR 6.4.4.1.1 and SR 6.4.4.1.2 require the instructor and the department chair to meet with the student before determining whether an academic offense has occurred. The meeting provides students with the opportunity to explain their actions and should not be adversarial. The AOS website contains a summary of the procedures for processing academic offenses for faculty. If you have questions on this process, please contact AOS at 257-3737.

Dead Week

AOS receives frequent inquiries regarding “Dead Week” (defined by SR 5.2.4.6.) As a reminder:

- No written or oral/listening exams or quizzes or final examinations may be scheduled during Dead Week
- No projects, papers, or presentations may be held during Dead Week unless they were scheduled in the syllabus AND the course has no final examination (or assignment that acts as a final examination) scheduled during finals week.
- Graded homework that is a routine part of the course and is announced in the course syllabus may be assigned for submission during Dead Week.
- Make-up exams and quizzes are allowed during Dead Week.

Disability Resource Center Accommodations

The Disability Resource Center (DRC) seeks to facilitate an environment of inclusion and accessibility. The DRC provides students who have disabilities the resources needed to establish an equal opportunity for academic success. To receive accommodations, students meet with and provide medical documentation to the DRC staff. The DRC determines the accommodations necessary for each student and provides the student with a letter specifying the required accommodations. The student must give the letter to the course instructor to receive the accommodations. Accommodations should be provided in a way that respects the student's privacy and confidentiality.

We recommend that instructors remind students during the first week of classes or in the course syllabus that students with accommodations should meet with the instructor to discuss their accommodations. Instructors may create an assignment in Canvas for the submittal of the letter of accommodation so it is easily accessible throughout the semester. For questions regarding accommodations, please see the DRC website or contact the DRC at 859-257-2754.

Useful Links:

- The Course Syllabus
- Academic Offense Information
- Accommodation of Religious Observances
- Accommodations for Students with Disabilities
- Dead Week
- Final Examinations
- Cheating During Examinations
- Class Records & Papers
- Course Evaluations
- Cancellation of Classes