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.

**Reading Day**

The Senate Council defined instituted a Reading Day on November 30, 2020. The current Dead Week restrictions apply to Reading Days. An additional restriction that applies to Reading Days, “namely no required class meetings or, more generally, no “required interactions” (SR 5.2.5.2.3.1). Reading days are not academic holidays.”

**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.

**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. After the meeting, the chair, or the chair’s designee, should contact the Registrar to determine if the student has a prior offense before determining the proper penalty to be imposed. 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.

**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 which must be provided in a way that respects the student’s privacy and confidentiality.

Instructors may create an assignment in Canvas for the submittal of the letter of accommodation so it is easily accessible throughout the semester. DRC accommodations that are not met must be referred to IEEO. For questions regarding accommodations, please see the DRC website or contact the DRC at 859-257-2754.

**Useful Links:**

COVID-19 University Senate policy changes

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