



# Academic Ombud

• *confidential* • *impartial*  
• *informal* • *independent*

## Fall 2021 Semester Academic Reminders

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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](mailto:ombud@uky.edu) or 859-257-3737 for questions or concerns regarding academic policies.

### **Syllabus**

Effective Fall 2021, instructors must comply with [new rules regarding syllabi](#) established by the University Senate and described in Senate Rule 6.1.1. Specifically, every syllabus must include [26 required syllabi components](#) (as applicable). Instructors may include in their syllabi a link to a Senate-maintained web page that contains the [Academic Policy Statements](#) as well as a link to the [Resources Available to Students](#). The University Senate maintains a web page with sample language regarding [Optional Components of a Course Syllabus](#) and provides [Syllabi Templates](#) instructors may download.

### **Prep Week (previously known as Dead Week)**

The Senate Council defined December 6 – 10 as Prep Week. AOS receives frequent inquiries regarding “[Prep Week](#).” These rules apply to all students, professional, graduate, and undergraduate. As a reminder:

- No written or oral/listening exams or quizzes or final examinations may be scheduled during Prep Week
- No projects, papers, or presentations may be held during Prep 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 Prep Week.
- Make-up exams and quizzes are allowed during Prep Week.

### **Reading Days**

The Senate Council defined December 9 and 10 as [Reading Days](#). The current Prep Week restrictions apply to Reading Days. An additional restriction applies to Reading Days which is “no required class meetings” or, more generally, no “required interactions” (SR 5.2.5.2.3.1). Reading days are not academic holidays.

### **Attendance**

The Senate has indicated that excused absences for in-person participation include quarantine and other recommended/required absences by a medical, public-health, or government officials.

### **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, contacts the Registrar to determine if the student has a prior offense so that the proper penalty can be imposed. The AOS [website](#) contains a summary of the procedures for processing academic offenses. If you have questions on the process, please contact AOS.

### **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 student’s letter of accommodations so it is 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](#)  
[Prep Week and Reading Days](#)  
[Final Examinations](#)  
[Cheating During Examinations](#)  
[Class Records & Papers](#)  
[Course Evaluations](#)  
[Cancellation of Classes](#)