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.

**Attendance**

Instructors may establish expectations for attendance or participation in a class. Thus, if a class is Hybrid or Traditional, it is reasonable that the instructor establishes expectations for a student to be present in-person, and the instructor is not required to accommodate a student who requests to participate entirely remotely through the semester. However, instructors must recognize that students may be in quarantine or isolation, and thus may not be permitted to attend in-person for long periods of times. 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.

**Reading Days**

The Senate Council defined May 6 and 7 as Reading Days. 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**

The Senate Council defined May 3 through 7 as Dead Week. AOS receives frequent inquiries regarding “Dead Week” (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, 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 letter of accommodation 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:**

- [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](#)