WE PUT STUDENTS FIRST!

March 25, 2021

Dear UAA Faculty,

I hope you were able to take some time over spring break to refresh, reflect, and relax. As many of you have observed, we are now in that very busy time, preparing our students for graduation and next steps after graduation, recruiting new students into our excellent programs, and supporting our students through their semester coursework. Faculty are at the center of these efforts, and I thank you for all you are doing.

As a follow up to my earlier communications, I wish to reconnect with you regarding some best practices and to reinforce some previous guidance.

OF PARTICULAR NOTE: LAST DAY OF CLASS/FINAL EXAMINATION STANDARD TIME BLOCKS

Last Day of Class/Final Examination Standard Time Blocks: All semester-long classes that have scheduled meeting days/times must meet on the final examination day. If you are not using the time for a final examination, plan to use that time for a regular class meeting, in order to meet credit-hour requirements. Labs, practicums, classes with irregular start and end dates, and asynchronous classes (classes without scheduled meetings) are not assigned a final exam date/time by the Office of the Registrar.

The last day of class/final examination is scheduled using the standard final exam time blocks posted on the Registrar’s website (see Spring Finals). Please be sure to inform your students about the date/time of the last day of class/final examination.

Exceptions to Last Day of Class/Final Examination Standard Time Blocks: All exceptions to the last day of class/meeting day and time of a final examination must be approved by the dean and by the provost. If the dean supports the request, the dean should send an email to Academic Affairs at uaa_oaa@alaska.edu that lists the course/courses, the reason for the exception, as well as a commitment to align with the regular last day of class/final exam time blocks starting in Fall 2021. Except for a very small number of specialty programs, all classes will be expected to use the regular last day of class/final exam time block in Fall 2021.
GENERAL INFORMATION ABOUT DEADLINES, EXCEPTIONS, AND QUIZES/EXAMS

SPRING 2021 DATES AND DEADLINES

UAA has returned to the regular policies, processes, dates and deadlines for withdrawal, CR/NC, and incompletes. See the Spring 2021 Dates and Deadlines on the Registrar’s website.

EXCEPTIONS TO POLICY

Exceptions to Policy: While UAA has returned to the regular dates and deadlines, please keep in mind that for many policies, exceptions are possible. There is a policy petition for this on the Registrar’s forms website. However, for time sensitive issues, it is possible in many cases to expedite this process. Please consult with your dean or community campus director’s office if a situation arises where you want to help a student, but are not sure how to go about it.

Incomplete Extensions: Students may request an extension to an incomplete deadline, even if a year has passed. It is an academic decision that the faculty can make with the student and recommend to their dean, who may request an exception through OAA. If the dean supports the request, they send an email to Academic Affairs at uaa_oaa@alaska.edu with the basic information about the course (semester, year, CRN, prefix, number, title), the extension requested, and a brief rationale. The email should also indicate that an Incomplete Grade Contract is on file with the student, faculty member, and college.

QUIZZES AND EXAMINATIONS

Quizzes and Examinations: Courses that are in-person, synchronous, or hybrid may require scheduled exams and other scheduled assessments. However, these must be held during a regularly scheduled session, as published in the official class schedule. Asynchronous courses must allow for asynchronous quiz and examination taking. Students selected the course in part due to the flexibility offered by asynchronous delivery. If you would like to revise an examination for alternate delivery, these strategies and resources from our faculty development network may be helpful, and you can reach out to uaa_design@alaska.edu for more individualized consultation.

Proctored Examinations: In general, in-person proctored examinations should not be required for a class that is otherwise distance delivered. Even using the remote proctoring tool RPNow can be challenging for students, particularly if they do not have the required technology, or if they have an accommodation for examination taking.

Here is information, in the case that a student must take the examination in person.
**Face-to-Face Proctored Examinations:** The UAA Testing Center in the Consortium Library is open, and is available for Face-to-Face (including "paper and pencil") Proctored Exams needed for distance-delivered classes (whether the class is taught by a UAA Anchorage faculty member, from one of our community campuses, or even from UAF or UAS) at no charge to the student. Due to COVID-19, testing space is limited and students need to sign up for a time in advance through this link. Students are only charged for proctoring if it is for a non-UA school.

If a class has exams through RPNow, but the student does not have an RPNow-capable setup (Windows or Mac, recent OS, camera, quiet room free of distractions, etc.), please direct them to the Consortium Library, where they can check out a laptop, and use one of the quiet areas/study rooms for testing. (Please note that Chromebooks are not compatible with RPNow.) For information see the Consortium Library’s website.

Thank you all for your attention to these items, and your dedication to our students. UAA is committed to supporting you, just as you are committed to the students. If you have questions about courses, grading, or need additional information, your dean can provide assistance. You can always reach out to me directly as well (drunge@alaska.edu) with specific questions or for clarification.

Sincerely,

Denise Runge, Provost and Vice Chancellor for Academic Affairs