



Course-Specific Delivery Modifications Effective September 18, 2020¹

The Course Delivery Modification Request Process is intended to address and respond to **course-specific needs** that may emerge during the semester and which may require modifying delivery mode for a particular course.

These course-specific needs may include:

- a. Diminished TA or other classroom support due to quarantines/isolations or other factors.
- b. Declining classroom attendance due to quarantines/isolations or other factors that have created significant and ongoing impediments for achieving the teaching and learning objectives of the course.
- c. Technological challenges or other COVID-19 protocols that may be impeding teaching and learning outcomes, especially in the context of in-person split delivery.

Individual instructors may request a modification to their course delivery during the semester in which they are teaching by submitting the following information to the department chair or program director. All requests will be submitted by the chair/head/director to the dean's office for review and approval. The Course Delivery Modification Request Form can be found online at <https://go.unl.edu/coursedeliverymodification>.

1. Instructor name, email and phone number, department/program, and immediate supervisor
2. Course information: Number, title, meeting days/times, and total student enrollment
3. What are the course-specific reasons prompting this request?
 - a. If this request relates to diminished instructional staff capacity, explain the number of individuals involved and impact on the course.
 - b. If this request relates to student attendance concerns, please provide as much information about this as possible. What are the current attendance/engagement expectations for this

¹UNL faculty, staff, and student employees may request alternative work arrangements in response to the COVID-19 pandemic: <https://covid19.unl.edu/alternative-work-arrangements>. This policy remains unchanged and is intended to support accommodations for individual employees. Instructors continue to be responsible for doing whatever possible to respond to student requests for remote course accommodations that may be needed.

Any campus-wide modifications to operational status that might necessitate change to course delivery as a whole would be made in keeping with guidance from and under the direction of the Lincoln-Lancaster County Health Department.

- course? How does current classroom attendance compare to previous attendance patterns for this course or section? If the class also has a web conferencing component, what are the attendance patterns for that segment of the course?
- c. Explain the nature of any technological or other COVID-related challenges. Would moving the course fully remote alleviate them? Would moving the course fully remote introduce new challenges? If so, what strategies are envisioned to address those issues?
 4. What are the requested course modifications? Would any of these modifications impact the course assessment or engagement expectations?
 5. What are the requested start and end dates for this modification?
 6. Recognizing the potentially disruptive impact of modifying course delivery after the course has begun, please describe steps to be taken to minimize consequences for student success that may be associated with this modification.
 7. Is this course a prerequisite for another course, or is this course part of a multi-section course? If so, how would the proposed modifications impact student learning outcomes, relative to either other sections or to future courses?
 8. How will the modification, if approved, be communicated to students?

For any approved modifications, instructors must communicate changes and the expected duration of these changes with students in a timely fashion and in advance of any shift in delivery method. Templates for communicating to students will be provided by the Dean's Office upon approval. If the modification will continue through the semester, dean's offices must notify the Registrar's Office to update the course attribute, room, and meeting time in MyRED. After students have enrolled, the instructional mode in CLSS will not be changed.

If students have enrolled and bills have been processed, but the semester has not begun, dean's offices must approve changes to course delivery and work with the Registrar's Office regarding impacts to the enrolled students. This process and workflow will take place in CLSS. The Course Delivery Modification Request Form is not required.

After the semester has begun, short-term course delivery changes that are expected to last for two weeks or less are expected to be handled at the department level and no action will be required in CLSS or MyRED. Faculty must communicate the change with students.