

AY 202223 ACADEMIC INSTRUCTION:  
GUIDANCE FOR INSTRUCTIONAL PERSONNEL AND FOR COLLEGES, SCHOOL  
DEPARTMENTS, AND PROGRAMS  
FROM THE OFFICE OF THE PROVOST

Volume 3, Edition 2

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## A new focus for Academic Instruction Guidance

The Office of the Provost began issuing Academic Instruction Guidance in 2020, when CU Boulder was planning how to manage teaching and learning during a global pandemic. As the COVID-19 emergency recedes, Academic Instruction Guidance has changed in focus. In future, Academic Instruction Guidance will be published before each instructional term (spring, summer, fall) in order to give all instructional personnel and all academic units essential information they need to start the new academic term. For instructional personnel, we'll include some basic reminders for course planning as well as highlight pedagogical opportunities and student needs. For those planning the curriculum, we'll highlight policy and procedural standards and changes. Supplemental editions of Academic Instruction Guidance may also be published if needed in between these intervals.

## Spring 2023 course planning reminders

### Required syllabus statements

Required syllabus statements are sent each semester to teaching faculty by the Office of Undergraduate Education. *Syllabus statements are updated each semester to reflect changes in campus procedures related to COVID-19 and to keep web links current. Please use the [updated version of the syllabus statements](#), which are also available via the [Academic Affairs policy website](#)*

### Give your students significant graded feedback before pass/fail and withdraw deadline

The deadline for students to declare a class pass/fail (or to change a pass/fail designation to a grade) is the end of the tenth week of classes (prorated for [special sessions/shorter-term classes](#)). This is the same deadline for withdrawing from a class. For spring 2023, that deadline is **Friday, March 10** for all semester courses. (Instructors of shorter-term classes should help students understand the specific deadlines applicable to the course, as this can be confusing for them.) *For undergraduate students especially, it's important that students know how they're doing in your class before this deadline, so they can make informed decisions about changing a grading basis (pass/fail) or withdrawing from a class. Please make sure you've assigned and graded significant assignments by this point.*

### Plan to use the Course Alert for undergraduate classes

The [Course Alert system](#) covers all undergraduate classes. Course alerts are an important component in ensuring undergraduate student success. A course alert may be submitted for undergraduate students

who are not completing assignments, are missing class, are performing poorly on tests and assignments, or are otherwise struggling and may need help. The feedback form is available semester weeks 2 (prorated for shorter classes), and may be submitted multiple times during the term (though only once per student).

Be sure to submit feedback as early as possible.

*In-person classes*

Final exams for all in-person classes should be administered during [the designated time for that class](#) during the [final exam period \(May 6-10\)](#). (Note: the Reading Day and final exam period schedule for the Law School is posted on [the School website](#).)

Final exams for in-person classes are normally held in person, but may be administered remotely at the discretion of the instructor of record.

The class syllabus must specify the final exam timing and mode of delivery.

### *Exam delivery mode for common exams*

Departments that offer common final exams may choose to offer an exam in person or remotely. If the course includes remote or online sections, a remote exam can be administered to students in those sections. The department may also choose to administer the common final exam remotely for students in all sections. (See “In person classes,” above.) Those teaching a class with a common final exam should check with the department about the exam delivery mode.

The class syllabus for each section must specify the final exam timing and mode of delivery.

### **COVID-19 information; what to do in cases of instructor or student illness**

#### Check for ongoing public health updates

CU Boulder employs a framework for public health and COVID-19 decisionmaking that follows Centers for Disease Control and Prevention (CDC) guidance. The campus will continue to work closely with Boulder County Public Health as it considers public health requirements in the Boulder community. If Boulder County Public Health adopts or modifies any requirements, the campus will immediately inform the CU Boulder community.

schools and colleges that do not have departments, their dean). A TA should notify the instructor of record for the class. *High level approval is not required.* The instructor/TA will need to be in close communication with their students about the class's temporary shift to remote instruction mode and should return to the classroom as soon as their health [and health guidelines](#) allow.

If an instructor/TA is too ill to teach at all, the department/program or college/school should use their usual procedures for covering the class.



*Delayed start*

1. A decision for a delayed start will normally be made by 5:30 a.m. of the emergency day.
2. All campus events, facilities, and venues are open and on schedule after the delay period has ended.
3. All in-person and remote (synchronous) classes with a start time that is during the closure period will be canceled.
4. All online (asynchronous) classes will be held as normal, and no classes or exams will be delayed or canceled due to a delayed start.
5. In the event of a delay during the final examination period, the provost will provide a directive regarding exams according to [the final examination policy](#)

*Early closure*

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employees who help instructors by facilitating remote students' participation (e.g., letting the instructor

Our building heating, ventilation, and air conditioning systems have been assessed and are being optimized to provide maximum airflow.

Many different types of building ventilation systems on campus have been configured to maximize the use of outdoor (fresh) air where possible.

Building systems are operating for extended hours to keep air flowing; the typical protocol of

percentages of in-person courses for each department, program, college or school and it is not

## Other issues? Contact Buff Info

To provide the CU Boulder community a centralized point of connection and information, the campus has established [Buff Info](#), a team of dedicated professionals who are available to answer questions on a