

**AY 2021–22 ACADEMIC INSTRUCTION:
GUIDANCE FOR COLLEGES, SCHOOLS, DEPARTMENTS, AND PROGRAMS
FROM THE ACADEMIC INSTRUCTION IMPLEMENTATION TEAM**

Volume 2, Edition 4: January 13, 2022

Topic: Transition to In-Person Classes on Jan. 24, 2022

Due Dates for Chairs/Directors and Department Schedulers: None in this edition

Deans, chairs and directors: please email this entire edition of guidance to your faculty, including lecturers and adjunct/temporary faculty; your graduate students with teaching appointments; and your academic support staff.

CONTENTS

What's in this edition of guidance

Class instruction modes starting Jan. 24, 2022

Flexibility for instructional personnel who are ill, quarantined, or displaced

Flexibility for students who are ill, quarantined, or displaced

What to do if a student reports they have COVID-19: no change from last semester

Out-of-classroom class activities, exams and defenses, and office hours starting Jan. 24, 2022

Final examination schedule for spring 2022

Advising and academic coaching starting Jan. 24, 2022

Academic and other events starting Jan. 24, 2022

Campus services to support student learning: changes starting Jan. 24, 2022

Libraries hours and services

Tutoring, help rooms, and the Writing Center

Study spaces and computer labs

Technology assistance for students and faculty: return to normal operations starting Jan. 24, 2022

Instructional personnel and staff affected by the Dec. 30 fire

To assist students and others affected by the Dec. 30 fire

Further academic instructional guidance for spring 2022 and fall 2022

Other questions: contact Buff Info

Past guidance editions, forthcoming editions, questions, and requests

What's in this edition of guidance

This edition of guidance focuses on the return to in-person teaching for the spring 2022 semester.

Class instruction modes starting Jan. 24, 2022

When the campus returns to in-person teaching and learning on Jan. 24, classes must be offered in the instruction mode listed when student registration began. Instructors may not independently change the instruction mode of their classes. Changes in class instruction mode must always be approved at the department/program/college level: during the pandemic, including spring 2022, changes must also be approved by the provost's office. Changes based only on the instructor's preference will not be approved. Faculty, staff, researchers, graduate student teachers, and student employees who need work-related accommodations or leave because of COVID-19-related issues should consult the [Human Resources webpage](#) and follow up with their supervisors and Human Resources as needed.

With the surge of the omicron variant of COVID-19, instructors and students alike are likely to need to be absent from the classroom at much higher rates than normal. Keeping the entire campus in remote instruction mode, however, is not advisable, for a number of reasons, including student learning and student mental health—both of which suffer during periods of remote learning.

With the social and personal uncertainties that are being prompted by the omicron variant, it's very understandable that some faculty members are anxious about returning to in-person teaching. Please keep in mind that the campus has followed our science team's guidance in implementing masking protocols and classroom enhancements, including ventilation and cleaning. Along with the campus community's [high vaccination rate](#) and the new addition of a [booster requirement](#), these measures make our classrooms among the safest public spaces to be.

Flexibility for instructional personnel who are ill, quarantined, or displaced

With the pandemic continuing, and with some of our faculty, GPTIs, and TAs having been displaced by the Dec. 30 fire, it is likely that many of our instructional personnel will need to be away from the classroom at some point during the semester. ***Chairs, directors, and deans have the discretion to work with their instructional staff as appropriate to make sure instruction is covered. Similarly, instructors of record have the discretion to do the same with their TAs.***

If the instructor/TA of an in-person class is ill or quarantined but is well enough to teach remotely, chairs, directors, and deans should accommodate that option. An instructor should notify their chair or director (or, in schools and colleges that do not have departments, their dean). A TA should notify the instructor of record for the class. ***Higher-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 [public 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.

Instructional personnel who have been displaced by the fire should be in touch with their chair, director, or dean about any needed accommodation.

Flexibility for students who are ill, quarantined, or displaced

With the pandemic continuing, and with some of our students having been displaced by the Dec. 30 fire, all instructional personnel are encouraged to exercise compassion and flexibility regarding assignment deadlines, attendance policies, and the like. Please give students who are ill, quarantined, or displaced from their homes the opportunity to make up missed work or missed class. See the [Nov. 19, 2021, edition of Academic Instruction Guidance](#) and the [Center for Teaching & Learning resources page](#) for more guidance on attendance policies and assessing students' work.

To accomplish this flexibility, faculty need to be as generous and patient as they can be with student requests. ***If you have an opportunity to extend grace to your students, please do so.***

To be sure, this is not a simple or easy request. Like all of the campus staff, faculty are stretched to the limit right now. All are under the burden of stress created by the way that the pandemic and the fire may be affecting their work, their family, their community, and their personal safety. Equally understandably, some faculty have felt frustration during the pandemic that some students may have taken advantage of their generosity and patience. Given these circumstances, it can be fatiguing and exasperating to be asked for flexibility on attendance and deadlines. Still, during these times, it is better to err on the side of compassion for our students.

You can and should ask your students directly to be honest and upfront about their needs. In addition, it's advisable to develop attendance policies, participation policies, and late-assignment contingencies that remove the incentive for students to be dishonest about their circumstances. Again, the [Center for Teaching & Learning resources page](#) offers invaluable tips.

Accommodating students who are ill or quarantined

To repeat from the Nov. 19, 2021, Academic Instruction Guidance: one of the top complaints advisors and department administrators heard from students during fall 2021 is that faculty are not accommodating to students who are ill or quarantined due to COVID-19. Please handle student illness or quarantine due to COVID-19 in the same manner that you would handle any other student absence for medical reasons, which means you should give students make-up work, make-up exams, or assignment extensions according to your usual policy for students who are ill. Students should not be penalized for missing class or an exam due to illness or quarantine.

If you are teaching an in-person class, you are not required to teach the class remotely or give remote exams to students who are absent due to illness or quarantine, or to share your class notes or slides with these students. However, you may choose to do so if you wish. Many students have found that they fare better in a class if some accommodation is made along these lines, but it is entirely your choice. You may also use other practices for helping your students keep up with their work, such as giving a make-up exam when the student returns to class or having other students share class notes with the student who is absent.

Students may ask you, "If faculty are allowed to teach remotely while they have COVID-19, why can't students be *automatically* allowed to attend class remotely if they have COVID-19?" Remind them that teaching in-person and remotely at the same time is very difficult to do, and many faculty who have tried it have found it provides a sub-par learning experience for everyone in the class, both those who are present in person and those who are present remotely. While faculty teaching in-person classes should provide make-up opportunities for students who miss their classes because of illness or quarantine, those opportunities do not have to include remote learning.

What to do if a student reports they have COVID-19: no change from last semester

If a student discloses to an instructor that they are ill (or tested positive) with COVID-19, the instructor should continue to follow past guidance and contact the [CU Boulder Public Health Office](#) to determine any next steps required. The instructor should not announce to the class that the student (or “someone in the class”) has COVID-19, as this is either directly or indirectly sharing a student’s private health information with the class. Nor should the instructor unilaterally decide to change an in-person class that student attended to remote mode. For more information on illness and quarantine, consult the [public health guidelines](#).

Senior Auditors Program suspended for spring 2022

Due to the remote start of the semester, the impacts of the Marshall Fire on the campus community, and the continued impacts of the pandemic, campus leadership made the difficult decision to suspend the [Senior Auditors Program](#) for this semester. All who had registered were notified last week, and their fees are being refunded.

Out-of-classroom class activities, exams and defenses, and office hours starting Jan. 24, 2022

- Any class-related activities held outside of normal class hours (e.g., film showings, performance rehearsals) may be held in person or remotely, at the discretion of the instructor. TAs, check with the instructor of record for the class.
- Undergraduate and graduate exams and defenses may be held in person, remotely, or in a hybrid fashion beginning Jan. 24, at the discretion of the department. Any masking and distancing protocols must be strictly observed as required by the university and by public health orders in effect at that time. It is recommended that each examination and defense be thoughtfully considered on a case-by-case basis, taking into account the circumstances affecting both the student and each committee member.
- Office hours may be held in person or remotely, at the discretion of the instructor. TAs, consult with the instructor of record for the class about mode and location for your office hours.

Final examination schedule for spring 2022

The spring semester final exam schedule was posted earlier this month to the [Office of the Registrar site](#).

Advising and academic coaching starting Jan. 24, 2022

Beginning January 24, advising and coaching services will resume in a hybrid capacity with in-person modality options available to students throughout the remainder of the spring semester. Advising and coaching staff should follow their respective college/school/program guidelines.

Graduate student advising and support is by nature very decentralized, with much advising provided by faculty and staff in departments or graduate programs. Modes of advising may vary by unit, and students should communicate directly with their faculty advisor and graduate program for more information.

Academic and other events starting Jan. 24, 2022

Events and activities scheduled for Jan. 24 and afterward must follow the current [Events and Activities Policy](#).

Campus services to support student learning: changes starting Jan. 24, 2022

Libraries hours and services

- **Opening hours.** Library Hours for all five locations including Norlin are published on the [website](#) and updated regularly.
- **Gemmill Library.** On January 7, 2022, the Leonard H. Gemmill Engineering, Mathematics & Physics Library experienced a flood caused by a broken water pipe. It is closed for at least four weeks while damage is assessed. Library users needing materials from the collection during this time should request the items through [Prospector](#) and [interlibrary loan](#). Course reserves held in Gemmill were not damaged in the flood and will be moved to another location as soon as possible. Please check the [Gemmill web page](#) for updates.
- **Textbooks and Class Materials.** University Libraries can support instructors who need digital scans of book chapters or articles. The best way for instructors to work with the libraries is to submit a request via interlibrary loan's ILLiad system. [Instructions are available](#) for those who need to submit a request for multiple chapters within the same book.

Tutoring, help rooms, and the Writing Center

Campuswide academic support resources (such as the [Writing Center](#) and [ASAP tutoring](#)) and departmental tutoring and help rooms will resume normal services beginning Jan. 24.

Study spaces and computer labs

Study spaces and computer labs will continue to be available for normal use beginning Jan. 24. To find or book a place to study, students should continue to visit [Find Your Study Spot](#) and the [instructions for scheduling space with EMS](#).

For booking study rooms in Norlin Library and branch libraries, see [Reserve a Study Room](#) for more information. Gemmill Library study spaces are unavailable as long as the library is closed. Other library spaces are available for reservation.

Computer labs are booked at times for in-person or remote classes, so individual students will not be able to use the lab during those times.

Technology assistance for students and faculty: return to normal operations starting Jan. 24, 2022

- **Buff Techs.** In-person Buff Techs appointments will resume at the main location in the CASE building and in the Norlin location starting January 24. Schedule an appointment with Buff Techs for troubleshooting and diagnostics on personally owned computers, smart phones, printers, multifunction devices, and other personal computing devices, as well as for university-issued devices not managed by Dedicated Desktop Support.
- **Dedicated Desktop Support.** OIT's Dedicated Desktop Support service will continue to operate during normal hours (Monday–Friday, 8 a.m.–5 p.m.) and will resume in-person appointments on Jan. 24. Enter a support request with Dedicated Desktop Support for setup and troubleshooting of individual computers for enrolled departments.
- **Classroom Support.** Support of classroom technology, including Zoom, will continue to be available during normal hours (Monday–Friday, 7:30 a.m.–7 p.m.). Please use the Classroom Reporting form for the fastest assistance. You can also contact the IT Service Center for assistance with classroom support.
- **IT Service Center.** The IT Service Center will continue to offer its normal hours (Monday–Friday, 7:30 a.m.–7 p.m.).
- **Request a Technology Copilot.** Instructors may continue to request a Technology Copilot or enroll their teaching assistant or learning assistant in Copilot training. Technology Copilots assist instructors in synchronous remote courses to facilitate students' participation. The Technology Copilot helps instructors set up the audio-visual equipment in the classroom and connect it to Zoom before class begins, assists with technologies during class (camera management, chat monitoring, breakout rooms, etc), helps the instructor notice and report technical difficulties, and advises the instructor on how to share types of content (music, video, equations, etc.) with remote students. This partnership allows the instructor to focus on teaching.
- **Training for using academic technology.** Want to leverage Canvas and other academic technologies to communicate with students? Have questions about using Canvas, administering exams online or other technology questions? OIT will continue throughout the semester to offer a wide selection of on-demand or real-time training sessions for campus-supported teaching technologies like iClicker Cloud, remote-capable classrooms, Zoom, and much more. You can also tap into the expertise of OIT's Learning Technology Consultants to dive into a specific problem, question or solution through one-on-one consultations.

Instructional personnel and staff affected by the Dec. 30 fire

Faculty, students, and staff affected by the Dec. 30 fire can continue to consult the campus fire resources webpage to learn about support and resources. This page continues to be updated as information and resources become available. Employees and graduate students with teaching appointments in need of work or leave accommodations should contact their supervisors directly. (Teaching assistants should contact the instructor of record for their class; graduate part time

instructors should contact their chair, director or associate dean.) Chairs and directors should continue to work with deans on any teaching assignments that need to be adjusted for those affected by the fires.

To assist students and others affected by the Dec. 30 fire

Consult the [Jan. 4, 2022](#) edition of [Academic Instruction Guidance](#) and the [campus fire resources webpage](#) for information on assistance for students and others affected by the Dec. 30 fire, including:

- Help with housing, food, finances, and counseling
- Help with deadlines for registration, withdrawal, payments, and financial aid
- Replacing computers/technology needed for learning
- Donating or volunteering to help students and staff/faculty affected by the fires

Further academic instructional guidance for spring 2022 and fall 2022

Consult the [Nov. 19, 2021](#), and [Jan. 4, 2022](#), editions of [Academic Instruction Guidance](#) for guidance on other topics not covered here, including:

- Instruction, building access, and campus services and operations before Jan. 24, 2022
- COVID-19 mitigation in the classroom and in instructor/advisor offices
- Syllabus statements: Updated for spring 2022
- Planning your syllabus—assignment dates, grading timelines, and the Course Alert System
- Planning your syllabus—final exams
- Planning the fall 2022 class schedule

Other questions: 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 to answer questions and provide connections with campus resources. The Buff Info team is available to answer questions on a wide variety of topics related to CU Boulder and help faculty, staff, students, and parents connect with the appropriate campus office for additional information or assistance as needed.

Buff Info liaisons can be reached at 303-492-INFO (4636) or via email at buffinfo@colorado.edu, 9 a.m. to 6 p.m., Monday through Friday. The university will extend these hours when needed. Buff Info also offers a live chat that can also be accessed by students at colorado.edu/students.

Past guidance editions, forthcoming editions, questions, and requests

Past and current editions of Academic Instruction Implementation guidance and their supporting materials are available [on the Academic Affairs website](#).

New editions of Academic Instruction Implementation guidance will be published in AY 2021–22 as needed to guide faculty, staff, and students in any necessary changes to current instruction and in planning for future academic terms. It is our continued hope that future editions of spring 2022

guidance will transition to focusing primarily on new developments in policies, procedures, and resources related to teaching and learning.

Please continue to send questions, requests for clarification, and requests for further guidance. Your communications are welcome and help shape decisions about instruction and instructional support and recommendations to campus leadership. Individual faculty and other instructional personnel should direct questions to their chairs and directors. Deans, chairs, directors, and school/college administrators should send all queries and requests to Katherine Eggert, senior vice provost for academic planning and assessment.