THE UNDERGRADUATE CURRICULUM IN THE PANDEMIC
While the sudden shift to remote instruction at the end of Winter Quarter 2020 was very disruptive, the main degree requirements did not change. Temporary policy changes that relate to courses completed Winter 2020 and Spring 2020 are documented in the addendum to the 2019-2020 Undergraduate Catalog.

QUALITY OF TEACHING IN THE PANDEMIC
The University is committed to maintaining the quality of teaching during the pandemic when some or all of an entire course might have to be delivered by remote instruction. This has placed new demands on course instructors. You are encouraged to make use of the resources that can help you change your course design to adapt to the current environment. Some resources are listed below.

• Compendium from COPE (Community of Practice Experience, WCAS) Spring 2020 - https://docs.google.com/document/d/1pliik7heW1_ku_aOp-kEBSySaVE4WNzQq6w-fqQA5p0/edit
• Digital Learning - https://digitallearning.northwestern.edu
• Searle Center for Advancing Learning and Teaching - https://www.northwestern.edu/searle/
• NUIT teaching and learning support - https://www.it.northwestern.edu/service-catalog/teaching/index.html

ACADEMIC AND NON-ACADEMIC ADVISING IN THE PANDEMIC
As circumstances dictate, some advising will be conducted partially or entirely by phone or videoconferencing during the pandemic. For the most up-to-date information about College Advisers, Prehealth Advisers, Career Advisers, etc. please refer students to the relevant webpages. For major/minor advising, please work with your department on a plan that conforms with the latest safety guidance from the University.

CLASSES: WHAT, WHEN, AND WHERE IN THE PANDEMIC
Teaching materials and class descriptions
Course materials represent a bigger challenge than usual during the pandemic, when some of our students may be subject to extra financial pressures and/or must deal with the
complications of acquiring course materials when they are not in proximity to Evanston-based resources like the campus bookstore and local copy centers. Please make an effort to make class materials available through Canvas and library electronic reserves when possible, keeping within the rules of copyright and “fair use.” For more information see Affordable Instructional Resources (https://air.northwestern.edu/index.html). Note that as always, your required materials list in the CAESAR class description should include detailed information like ISBNs and estimated costs.

Student engagement
The single biggest challenge reported by students this year has been staying motivated and engaged. Frequent, shorter assignments with timely feedback can make a significant contribution to keeping students engaged in classes they cannot attend in person. Please take this into consideration when planning your syllabus.

Office hours
You should work out a plan for course office hours and notify students how to contact you, keeping in mind the latest safety guidance from the University. Even if you are able to hold in-person office hours, have a plan for students who need a remote option and communicate that plan to your students.

Class meeting times
Note that the standard class meeting times have been changed by the Office of the Registrar for the 2020-2021 academic year, allowing 20 minutes rather than 10 minutes between classes. This is to reduce crowding as students move between rooms for in-person instruction, and mitigate “Zoom-fatigue” for students who may have back-to-back remote synchronous classes. The day has also been lengthened to add evening slots to the schedule.

Another change is that classes may be classified as synchronous (remote), asynchronous (remote), or hybrid (some meetings in person and some online). Courses with a blend of synchronous and asynchronous components are classified as “synchronous” and do not have a distinct designation. **Students are expected to plan to attend synchronous sessions, and Weinberg College faculty should not sign Time Conflict Permission Forms as a means to allow some students to enroll in your synchronous class as an asynchronous student.**

CLASSES: ORGANIZATIONAL MATTERS IN THE PANDEMIC

Student registration for classes
Fall 2020 registration was delayed to the summer to allow for pandemic adjustments.

Note that students who enroll in your class through CAESAR will also be able to access your Canvas page once you publish it. Other than students with special roles (like teaching assistants), do not add students to your Canvas page manually, as that does not officially enroll
them in the class. Auditing is not permitted; all students must register to participate in your class.

Information to provide to students
Students will not only need all the information you usually supply at the start of classes, but during the pandemic will likely need additional information. For a summary, see the additional information added to the Brief Syllabus Guide
https://www.weinberg.northwestern.edu/faculty/teaching-research-service/teaching-curriculum/teaching-guides-resources.html.

Adding, dropping, and withdrawal from classes; changing to/from P/N grading
During the pandemic there have been dynamic adjustments to how and when students can add, drop, withdraw, or change their grading option. Please consult the Registrar’s Office academic calendar for the Fall Quarter plan, and stay alert for updates and changes.

Access to and recording of remarks in scheduled classes
Please refer to the Provost’s Office recommendations about recording of remote, synchronous class sessions and sample statements for your syllabus. Note that unauthorized recording of classes by students is prohibited. https://www.northwestern.edu/provost/policies/recording-class.html

Academic Calendar
Note that the Fall 2020 schedule is a bit atypical from recent years, so please be sure when you are planning your syllabus that you check the Registrar’s Office posted academic calendar to confirm start and end dates, WCAS Reading Period, final exam schedule, etc., and stay alert for any announcements about emergency adjustments.

TEACHING ASSISTANTS, TUTORS, AND PEER-LEARNING PROGRAMS IN THE PANDEMIC
Please consult the relevant department or program about changes to peer-learning programs, tutoring options, and roles of teaching assistants during the pandemic.

GRADING IN THE PANDEMIC
Grades of P and N (Pass and No Credit).
During the pandemic sometimes students may need some flexibility, but please note that individual instructors do not have discretion to change the grading option available to students after class scheduling and student registration. The P/N option is either available to students when they register, or it is not. When a class is offered with Student Option grading, students must select their grading option on CAESAR before the published deadline and cannot change to or from P/N grading afterward. Additionally, an individual course instructor cannot
determine whether or not a course completed with a P may be applied to the requirements of a particular degree program or major. Students who approach you with questions about P/N grading should be referred to their academic advisor.

The X and Y notations: Absence from final examinations and other incomplete work. Incomplete grades are only a useful tool when a student has been engaged throughout the quarter and something sudden and unexpected occurs late in the term that interferes with their ability to finish. During the pandemic it is a challenge for students to remain engaged. While some flexibility within your course can buffer this issue, please stay alert for students who disengage. Students who do not participate in your course during the term will not be eligible for a grade of incomplete at the end of the term, so flagging these cases early allows interventions and a wider array of options. When a student is not attending synchronous sessions or submitting required classwork consider using the CAESAR mid-term grade feedback feature (https://www.northwestern.edu/ses/faculty-instructors/entering-midterm-feedback.html), contacting someone in the Office of Undergraduate Studies and Advising (https://www.weinberg.northwestern.edu/undergraduate/advising/weinberg-college-advisers/ousa.html), or reporting the student through NUhelp (https://www.northwestern.edu/nuhelp/).

ACADEMIC INTEGRITY IN THE PANDEMIC
The pivot to remote learning presents special academic integrity challenges. Please refer to the information in the supplemental document titled, “Academic Integrity and the Fall Quarter Return to Quality Grades” https://northwestern.app.box.com/file/710188426445?s=0l06modjh8lkklkkthvlanshmztcxzpz5

SPECIAL SITUATIONS IN THE PANDEMIC
Confidentiality of student information
Note that communicating with students by phone or videoconference during the pandemic presents particular challenges with regards to confidentiality of student information because of the possibility of the proximity of other listeners to a conversation. Before discussing student grades or other aspects of their educational records please be sure the student is ready to receive that information and where appropriate use secure methods like Canvas grading features to convey feedback.

Students with disabilities
To facilitate the experience of students with disabilities consider structuring your course for universal design (https://www.northwestern.edu/accessiblenu/faculty/universal-design-for-learning/index.html). For example routinely recording remote classes and use of captioning or transcript features may mean that some students will not need to request any special accommodations. However, no matter how you design your course there still may be some
students who need particular accommodations so please follow AccessibleNU guidelines and processes: https://www.northwestern.edu/accessiblenu/faculty/index.html.

Pandemic developments
For announcements and updates to the community see COVID-19 and Campus Updates (https://www.northwestern.edu/coronavirus-covid-19-updates/index.html). Additional announcements specific to Weinberg College can be found on the Weinberg College webpage: https://www.weinberg.northwestern.edu.