

Updated Modality Modification Guidance: Fall 2021

September 13, 2021

While the daily number of positive cases and the overall positivity rate continues to improve at UNCW, our region, state, and campus community continue to manage the dynamic impacts of COVID. Thus, we anticipate that course-specific and instructor-specific modality modifications will continue. The process below is designed to provide consistent and transparent decision-making regarding **temporary** modality modifications for the remainder of the fall 2021 semester.

Procedure	<p>Faculty communicate a request for a modality change related to COVID-19 to the department chair/school director where personal medical circumstances are not disclosed. This procedure should be followed for each instance of a request for modality change.</p> <p>The department chair/school director implements modification request review process.</p>
Modification Request Review Process	<p><u>Step 1:</u> Determine if the request is for a temporary modality modification (up to 15 business days) or a modality modification that will extend beyond 15 business days.</p> <ul style="list-style-type: none">• If this is for a temporary modality modification request, continue to step 2.• If not, consult with the Dean's Office who will consult with the Office of the Provost. <p><u>Step 2:</u> Determine if the reason for the temporary modality modification request is based on one of the following circumstances:</p> <ol style="list-style-type: none">1. The faculty member must quarantine due to exposure or illness, but the faculty member feels well enough to continue to deliver course content online. If the faculty member is not well enough to deliver course content, they should work with the department chair/school director to identify a course coverage plan.2. When a significant portion of the students in a section cannot attend class due to quarantine requirements and through consultation with the department chair/school director it is determined that it is in the best interest of the students to make a temporary modality change. This provision allows the faculty member to begin delivery of course content in a consistent manner to all students.3. The faculty member must provide eldercare or childcare for someone who is quarantining due to exposure or illness and is unable to care for themselves. <p>If one of these three conditions apply, authorize a temporary modality shift for up to 15 days, provide student notification, and notify your dean's office for tracking.</p> <p>If none of these circumstances apply, continue to step 3.</p> <p><u>Step 3:</u> Communicate with the Dean's Office the circumstances that are resulting in the modality modification request.</p> <ul style="list-style-type: none">• The Dean's Office should consult with the Provost's Office to determine if the circumstances warrant a temporary modality modification to ensure consistency and equity across the university.
Banner Coding Implications & Tracking	<p>Temporary modality changes will not result in Banner course attribute updates; however, all temporary modality modifications should be tracked by the respective Dean's Office. <u>Note:</u> College Dean's Offices will be asked to submit these tracking spreadsheets to the University Registrar at the end of the fall semester.</p>
Student Communication	<p>Faculty should communicate to students appropriate expectations regarding modality modifications, including any necessary updates to the course attendance policy. Faculty should ensure that the course syllabus reflects appropriate expectations given the temporary modality modification.</p>