

GRADUATE COURSE POLICIES AND RESOURCES

All students at the University of Nebraska Kearney should be aware of the following university-wide course policies and resources.

Attendance Policy

Your instructor may have indicated on their syllabus an attendance policy specific to their class. If so, that is the policy with which you must comply. If no other policy is stated, the University-wide attendance policy will apply (<https://nextcatalog.unk.edu/graduate/academics/academic-regulations/expectations-in-the-classroom/class-attendance/>).

Academic Honesty Policy

Academic honesty is essential to the existence and integrity of an institution of higher education. The responsibility for maintaining that integrity is shared by all members of the academic community. To further serve this end, the University of Nebraska at Kearney has a policy relating to academic integrity (<https://nextcatalog.unk.edu/graduate/academics/academic-regulations/expectations-in-the-classroom/academic-integrity-policy/>).

Finals Week Policy

Finals at UNK will be scheduled Monday through Thursday during the last week of the semester.

1. Final examinations for full semester classes are to be given at the regularly scheduled examination time only as published on the Office of the University Registrar website policy (Final Exam Schedule (https://www.unk.edu/offices/registrar/academic_policies_handbook/Final_Exam_Schedules.php)).
2. During the week prior to Finals Week, the only examinations that may be given are laboratory practical examinations, make-up or repeat examinations, and self-paced examinations.
3. If a student is scheduled to take three or more final exams in one day during the finals week, the student has the following options take all final exams as scheduled; take the exam during the allotted day and time that is open for make-up examination or resolution of conflict, which is Thursday at 3:30 pm; or take the exam during Finals Week at an agreed-upon time worked out between the student and the instructor. Students seeking accommodation are responsible for notifying their instructor at least one week before the final exam period and providing documentation proving eligibility for accommodation.
4. Projects, papers, performances, and speeches scheduled for completion during the last week of classes must have been assigned in writing by the end of the eighth week of the semester. This refers to the project and its scope, not the topic.
5. Complaints about failure to follow the above outlined procedures should be made immediately to the faculty member. If the faculty member is not responsive to the student's concerns, the appropriate department chair should be notified. If necessary, appeals can be filed with the dean of the college offering the course.
6. Any course not having an examination during Finals Week will meet under the direction of its instructor during the scheduled Finals Week time period for a continuation of regular class work.
7. The dean may grant exceptions to this policy on the basis of good and sufficient reasons submitted to the dean in writing.

8. Faculty should include a Finals Week Policy statement indicating that "The final exam will be administered in the time period scheduled during finals week in accordance with University policy (Final Exam Schedule (https://www.unk.edu/offices/registrar/academic_policies_handbook/Final_Exam_Schedules.php))."

Mental Wellness

The UNK Counseling Center provides mental health services to support the academic success of students. The Counseling Center provides a full range of short-term professional mental health services.

Getting help is a smart and courageous thing to do. Contact the UNK Counseling Center at 308-865-8248 or visit their website for more information: https://www.unk.edu/offices/counseling_healthcare/counseling_care/index.php (https://www.unk.edu/offices/counseling_healthcare/counseling_care/)

Military and Veteran Services

Military and Veteran Services assist veterans, service members, and their dependents with education benefits and academic and supporting resources. They serve as a liaison between students and the Veterans Administration and branches of the military. Contact the UNK Military and Veteran Services office at 308-865-8677 or visit their website for more information: https://www.unk.edu/offices/financial_aid/veterans_services/index.php (https://www.unk.edu/offices/financial_aid/veterans_services/)

Reporting Student Sexual Harassment, Sexual Violence or Sexual Assault

Reporting allegations of rape, domestic violence, dating violence, sexual assault, sexual harassment, and stalking enables the University to promptly provide support to the impacted student(s), to take appropriate action to prevent a recurrence of such sexual misconduct, and to protect the campus community. Confidentiality will be respected to the greatest degree possible. Any student who believes they may be the victim of sexual misconduct is encouraged to report to one or more of the following resources:

- Local Domestic Violence, Sexual Assault Advocacy Agency 308-237-2599
- Campus Police (or Security) 308-865-8911
- Title IX Coordinator 308-865-8655

Retaliation against the student making the report, whether by students or University employees, will not be tolerated.

Students with Disabilities

It is the policy of the University of Nebraska at Kearney to provide flexible and individualized reasonable accommodation to students with documented disabilities. To receive accommodation services for a disability, students must be registered with the UNK Disabilities Services for Students (DSS) office, Loper Success Hub, 2nd Floor of Calvin T Library, 308-865-8214 or by email unkdso@unk.edu

Students Who are Pregnant

It is the policy of the University of Nebraska at Kearney to provide flexible and individualized reasonable accommodation to students who are pregnant. To receive accommodation services due to pregnancy, students must contact the Student Health office at 308-865-8218. The following links provide information for students and faculty regarding pregnancy rights. <https://thepregnantscholar.org/title-ix-basics/>

<https://nwlc.org/resource/faq-pregnant-and-parenting-college-graduate-students-rights/>

Classroom Engagement Policy

At UNK, academic excellence is rooted in our values and commitment to support the success of all students, faculty, and staff.

- People matter. The identities of our students, faculty and staff are essential to our educational mission. Our backgrounds and lived experiences enrich our learning community.
- The learning environment matters. We are committed to a student-centered learning environment and the free exchange of ideas and opinions with respect for one another.
- Learning matters. Preparing students to value critical thinking, mutual respect, and open communication is essential for lifelong learning. We are building a community that protects and fosters intellectual inquiry and embraces different perspectives.

If you are impacted by a classroom practice or experience that does not reflect our institutional values and commitment, we encourage you to consider the following steps:

1. Students' behavior in the classroom is addressed in the Student Code of Conduct (https://www.unk.edu/student_affairs/code-of-conduct.php). Sharing your concern with the instructor will inform them of your needs and assist both of you in addressing the situation.
2. Faculty-related concerns are best addressed by sharing your perspective with the faculty/staff member first. Choose a form of communication that you feel comfortable with (personally, via zoom, or email). Advocating for yourself can be empowering, alerts the faculty members to your needs, and allows them to improve your learning and classroom experience.
3. If you have concerns about sharing your experience directly with the faculty/staff member or believe that such sharing did not resolve your concerns, consider visiting with the Department Chair as they are invested in your wellbeing and improving the efficacy of their faculty and pedagogy.
4. If your concerns persist despite discussions with the faculty, chair, and/or dean, you may choose to report your concern using EthicsPoint (<https://secure.ethicspoint.com/domain/media/en/gui/52126/>). Reports can be made anonymously by phone or online, remain confidential, and are investigated by the UNK Office of Compliance.