Guidance for Fall Course Schedules

UND is planning to return to on-campus instruction in Fall 2021, and this has several implications for the Fall Course Schedule. All departments and program have been asked to have their Fall Schedule updated by Friday, March 5th. In order to make sure that changes are uniform and as clear as possible, we offer the following guidance and information:

1. Classroom capacity is back to fire marshal recommendations; i.e., if you have a course that typically enrolls 25-30 students, please request a classroom that holds 30 students at fire marshal (pre-COVID) guidelines. Please note that the Chester Fritz Auditorium will NOT be used to schedule classes going forward.

2. Courses should be coded as follows:
   a. Fully Online – all students and the instructor will be online only; this must be indicated as online synchronous (IS) or online asynchronous (IA).
   b. Face to Face – all students and the instructor will meet in the classroom; this is coded as on-campus face to face (TC) or off-campus face to face (FF).
   c. Hybrid/Blended – the instructor will be in the classroom and at least some students are expected to be in the classroom, and students can also participate remotely. These courses will rely on the hybrid/hyflex instructions models developed with TTaDA. The coding available for this model is hybrid/blended (CO).
   d. Independent Study – individual courses, coded as (CR).

3. The Registrar’s Office will accept typed lists of classroom codes/instruction mode for Fall 2021 classes sent to laura.vatnsdal@und.edu and cc’d to patricia.dorsher@und.edu through March 5th. All late submissions (March 6 and beyond) should follow the Master Class Schedule – Class Revision form at https://und.edu/academics/registrar/faculty-staff-forms.html

4. Chairs and faculty should make PROGRAMMATIC decisions about scheduling, and consider the following:
   a. The program plan will determine whether courses are primarily available on-campus (i.e., face-to-face or hybrid) or online (i.e., synchronous or asynchronous).
   b. How to best utilize the skills developed through hyflex course development.
   c. How to meet students’ needs and clearly communicate to students what their courses will look like. This is especially important for hybrid courses, as many students inaccurately believe this to mean that all instruction is remote with no in person experiences, expectations or opportunities.
   d. At this point in time, the International Center is recommending that all international students enroll in face-to-face courses only for the Fall semester. This may change once a decision has been made by the Student and Exchange Visitor Program (SEVP) regarding allowances for online or hybrid course modes for international students.

5. All safety protocols (except for reduced classroom capacity, and therefore physical distancing within the classroom) will remain in place, to the extent allowed by law. Faculty and staff will have opportunities to receive two doses of the COVID-19 vaccine prior to the start of the Fall semester. Plexiglass barriers will remain in classrooms and hand sanitizing stations will remain in place. At this time, no decision has been made regarding whether face coverings/masks will be required in the classroom (note that there is a bill currently in front of the ND Legislature that may impact the University’s ability to require masks).
6. If you have individual faculty who are reluctant to consider teaching in the classroom in Fall 2021 due to health concerns, please follow standard ADA accommodation procedures. Senior HR Manager Becca Jacobson (rebecca.jacobson@UND.edu) will be able to assist you with those questions.

Thank you for your effort in supporting a successful transition back to campus!

If you have questions about any of these items, please contact Associate Vice Provost Cindy Juntunen at cl.juntunen@und.edu, or call 701-335-3588.