CLAS Criteria for Changing Course Modalities: Fall 2020

If an instructor would like to change the modality of a course or a course section for Fall 2020, the instructor must submit a justification using this form. At this point in the semester, we are encouraging instructors to make temporary changes.

Instructors primarily concerned about the adequacies of the instructional space (number of chairs, seating arrangements, cleaning supplies) should contact the DEO for help. Do not use the course modality change request form for these requests. Before submitting a request, please consider that some students need in-person experiences in order to best learn. UI has prioritized in-person experiences for introductory and “gateway” courses for majors, General Education courses and for courses that need special equipment and spaces (i.e., labs and studios). Additionally, it is not appropriate for instructors to pressure students to request a change in course modality.

Approval by workflow is needed from:

- The Associate Dean for Undergraduate Education (courses number 4999 and below)
- OR
- The Associate Dean for Graduate Education (courses number 5000 and above)

NOTE: DEOs and Directors are on the workflow path to view the requests but approval is not required.

FORMS THAT DO NOT INCLUDE ALL REQUIRED INFORMATION BELOW WILL NOT BE APPROVED AND A REVISED FORM WILL NEED TO BE SUBMITTED.

Acceptable Justifications

Choose ONE of these justifications and explain the situation without revealing private medical information:

- The instructor is ill or must be quarantined. (If needed, a substitute instructor or alternative arrangement should be found by the unit overseeing the course.)

- More than 20% of the students enrolled in a face-to-face or hybrid course or section have appeared on the daily reports of students who have submitted the UI self-report form. (i.e., > 6 in a class of 30). These
reports are sent each morning to instructors.

- The course is upper level and primarily for majors and therefore is not high priority for in-person instruction. Additionally, the course content and learning objectives must align well with online delivery.

*Please provide additional details in your justification, such as:*

- The number of students enrolled in the course or section.
- The number of students who have submitted a UI self-reporting form and are not attending the class.
- Include the days and times that the course or section currently meets with an acknowledgement that these will be maintained if the course modality changes.
- Please comment on the mode of online teaching (synchronous or asynchronous). Keep in mind that CLAS guidelines are for synchronous learning unless an emergency requires a shift to asynchronous.

*Please also include the timeframe of the modality change:*

- If you need to request a modality change for the rest of the semester, please clearly justify.
- Keep in mind the impact on students when you are requesting the timeframe of the course modality change; in particular, courses where special equipment or specialty space is needed (i.e., lab setups, computing, studio materials, supplies, etc.) will be prioritized for returning to the assigned classroom space. If you are requesting a permanent change to an online modality, please describe how students will have access to the resources they need to complete the learning outcomes if those had been provided in person.