

From: [Klusmeier, Susan](#)
To: [KU Lawrence Faculty and Staff](#)
Subject: Course Adaptations Update
Date: Monday, August 24, 2020 12:09:31 PM
Attachments: [Course Adaptations Info Sheet - Updated August 24.pdf](#)

Dear Instructors,

As we enter the first week of classes, I am writing to provide you a quick update on the course adaptations process. The teams in the Student Access Center (SAC) and Student Support & Case Management (SSCM) have been busy processing adaptation requests for students. I appreciate all of the timely communication and support you've provided in responding to these requests. We've also received assistance from departments and academic advisors – and they have been instrumental in identifying viable alternative options for students when an adaptation request cannot be honored. The hard work and flexibility of all has been greatly appreciated.

In order to ensure students are able to make schedule adjustments and communicate their needs with instructors quickly, we will be slightly modifying the process. Beginning today (Monday, 8/24) the course adaptations request form will be taken offline. During the first week of the semester, students who still need to request a course adaptation are being asked to reach out directly to their instructors to ensure they can make any necessary schedule modifications by the Friday, 8/28 deadline to add or change sections without written permission. Additional information about this updated process can be found in the attached information sheet.

Our team is continuing to work as quickly as possible through the requests that were submitted late last week and over the weekend. Therefore you may still receive a formal request from the SAC or SSCM team during the week. Please respond to these messages letting us know if the adaptation can be honored or not.

I recognize there will be situations that arise during the course of the semester that may require a student to shift from completing their courses in-person to online for the remainder of the semester. Students are encouraged to first work with their instructors, department, or academic advisor to discuss their specific needs and options, as requesting a course adaptation may not be their only or best option. Beginning August 31, any student who needs to adapt their courses to online due to an extenuating circumstances can email course-adapt@ku.edu. A member of the SAC or SSCM team will work with the student to contact instructors to request mid-semester adaptations.

We thank you again for your continued work and support during this process.

Susan

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Course Adaptations & Absence Notifications Information Sheet for Instructors

Background

The course adaptations process is coordinated by Student Support and Case Management (SSCM) and the University Academic Support Center's - Student Access Center (SAC). The process is designed to support students in any of the four (4) common scenarios related to the COVID-19 pandemic:

1. Students with disabilities who are registered with SAC
2. Students who have a chronic health condition, which places them at high risk of contracting COVID-19 and now need to register with SAC
3. Students who live with or closely associate with people who are in high-risk categories and are unable to return to campus but are intent on continuing their education at KU
4. Students who are unable to return to KU but are intent on continuing their education at KU

Possible Adaptations for Instructors to Consider

Instructors are encouraged to be as flexible as possible recognizing students may not be able to control rapidly shifting circumstances (e.g. health, family, work) due to the COVID-19 pandemic. Recognizing that not all courses can be adapted to online instruction due to the nature of the curriculum, instructors and departments can ask students to swap into an existing online section or offer a degree-appropriate course substitution. Adaptations made during the semester may also need to consider the amount of time left in the semester and student progress in the course. CTE's [Flexible Teaching guide](#) includes resources and ideas for [creating opportunities for remote participation](#).

Requests Made During the First Week of Classes

During the first week of classes (August 24-28, 2020) students who did not complete a course adaptation request form will be asked to contact their instructors directly if they would like to request an adaptation. **The deadline for students to add or change sections without written permission is August 28, 2020.**

If a student contacts you directly during the first week of classes requesting an adaptation, please let the student know as soon as possible if you can honor the request or not. If you are unable to honor a course adaptation request, please encourage the student to reach out to their [academic advisor](#) or department to discuss alternate degree-appropriate course options. Most undergraduate advising units are conducting drop-in or email support during the first week of the semester.

Note: We are still processing a number of course adaptation forms that were submitted the week before class. Therefore, you may receive a formal adaptation email request from a member of the SAC or SSCM team during the early part of the first week of classes. If you receive one of these notifications, please respond indicating whether or not you can honor the adaptation. If you cannot offer the adaptation, we will work with the student's academic advisor or department to identify viable degree appropriate alternatives. If none are available, VP for Academic Success, Susan Klusmeier will work with the department chair and dean to identify a solution for the student.

Requests Made After the First Week of the Semester

We recognize there will be situations that arise during the course of the semester that may require a student to shift from completing their courses in-person to online for the remainder of the semester. Students are encouraged to first

work with their instructors, department, or academic advisor to discuss their specific needs and options, as requesting a course adaptation may not be their only or best option.

Beginning August 31, any student who needs to adapt their courses to online for the remainder of the semester due to an extenuating circumstances can email course-adapt@ku.edu. Once the request is received, a member of the SSCM or SAC staff will assist the student in contacting instructors to request mid-semester adaptations.

Frequently Asked Questions

Why is this process being referred to as a “course adaptation” as opposed to a “course accommodation”?

The term “course adaptations” is being used intentionally, and instead of course accommodations. The term accommodations is used in reference to ADA and the formal process students complete to request academic ADA accommodations. The course adaptations process will not require formal documentation as part of the request process.

Is this process available to graduate and undergraduate students?

Yes. Graduate students are asked to work with their graduate department to determine if they need a course adaptation. Undergraduate students are asked to work with their academic advisor.

Can a student change their mind after requesting the adaptation? What if they no longer need the adaptation at some point during the semester?

Course adaptations are designed to last for the duration of the semester once approved. Should a student need a short-term solution (e.g. two weeks, a few days), they should contact their instructor(s) directly to see if an arrangement (e.g. record lecture, independent work, etc.) can be made to continue with their coursework while absent.

What should a student do if they need to quarantine at the beginning of the semester due to travel?

Students traveling from a location on the [KDHE travel list](#), should contact their instructor(s) directly to notify them of their absence and to make temporary arrangements to complete coursework. If the student is enrolled in online courses, they can continue to participate in the online course if they are able.

What is the process if changes happen during the semester? Will students still have access to this process?

Should a student find themselves in a situation where they need to modify their course instructional modes for the rest of the semester, they are encouraged to first work with their instructors, department, or academic advisor to discuss their specific needs and options. Beginning August 31, students who need to request adaptations for their in-person courses to switch to online can email their request to course-adapt@ku.edu. Once the request is received, a member of the SSCM or SAC staff will assist the student in contacting instructors to request mid-semester adaptations.

What should a student do if they need to report an absence during the semester?

Students should contact their instructor(s) directly to report an absence. Students who need to report an extended illness or accident, and who are not able to contact their instructor(s) on their own, should contact SSCM at course-adapt@ku.edu. A case manager will send email notifications to the student’s instructor(s) on the student’s behalf. When they are able, the student will need to follow-up with professors to coordinate a temporary arrangement regarding missed instruction and coursework.