

**Board Policy Manual Amendments  
Section 2-3-501 Course Outline**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve updates to section **2-3-501 Course Outline** of the Board Policy Manual.

**BACKGROUND**

UNC currently has no policy for what happens when a campus closure occurs during final exam week. Such policies exist at many universities, and having such a policy would guide faculty in how to respond to such an unexpected event. Having a university wide policy would also promote equitable experiences for students across disciplines in such cases.


The proposed policy was adapted from similar policies at other institutions. Given the variety of courses offered at UNC, the proposal includes giving faculty multiple options of how to handle a university policy. For some classes, it might be easy to switch to an online version of the exam. For others, the final assessment may not be weighted heavily, so calculating a grade based on previous work would be appropriate. In others, the exam may be optional unless students want to improve on the grade earned to date. If a class is small enough, and the campus closure occurred early enough in Finals week, rescheduling might be possible. The goal is to give faculty the autonomy to help their students complete the semester as successfully as possible while following the course grading policy as closely as possible. Faculty will be required to specify how they handle university closures during final exam week as part of their syllabus.

The proposed policy was approved unanimously by the Faculty Senate on November 20, 2023.



\_\_\_\_\_  
11/30/2023  
Responsible Staff

11/27/2023  
Date

  
\_\_\_\_\_  
President

Date

\_\_\_\_\_  
Board Action

\_\_\_\_\_  
Date



**Part 5 – Curriculum**

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**2-3-501 Course Outline.**

For the mutual benefit and protection of students and faculty, every faculty member is obligated to share in writing with students before the add deadline:

- (1) the course objectives/outcomes.
- (2) the general strategy, topics, subject matter, materials and tasks to be employed to meet those objectives/outcomes.
- (3) evaluation criteria and weight to be applied to each assignment/activity in determining the final grade.
- (4) a list of tentative deadlines for accomplishment of assignments.
- (5) policies for determining final grades in the event that a university closure occurs during the scheduled final exam period.

**Policy History**

**2-3-501 CURRICULUM.**

Section 2-3-501 amended (Mar 2015)

Section 2-3-501 amended (December 2023)