

12/21/2020

Dear CAHNR Faculty and Staff involved in undergraduate instruction,

As we finalize the Fall 2020 semester, I wanted to first say THANK YOU for your extra effort to provide quality teaching and advising for our students in the time of pandemic... I am so proud of our faculty, staff and students!

Before we enter our semester break, I offer a few important reminders:

- Students have a deadline of midnight December 28 to change a course to pass/fail, or “toggle” previous choices. Academic Advisors must approve/disapprove this request via the workflow system (look for “no reply” emails) by Tuesday, Dec 29 at noon. *Meagan Ridder will send detailed instructions to you today.*
- *Please do not run student advisement or student plan of study reports in student admin until the Registrar is able to correct a glitch in these reports caused by the recent Peoplesoft upgrade. The reports are not running correctly. The Registrar is aware of the issue, and hopes to have it rectified in January.*
- *All courses using Distance Learning and Online modalities will be required to provide Authentication of students taking the course, beginning Spring semester 2021. This is a federal requirement. Running the course through Husky CT is a key first step in this authentication, and there are additional requirements to choose from. For answers to your questions, please see this excellent summary provided by CETL: [Authentication of Students in Online and Distance Learning Courses | Knowledge Base \(uconn.edu\)](#)*
- It is important to select the methods you will use for student authentication, and include these in your syllabus as well as initial DL/Online class discussions. CETL has provided suggested language to include in your syllabus:
 - [Suggested Student Authentication Syllabus Language](#)
 - *“The University of Connecticut is required to verify the identity of students who participate in distance learning or online courses and to establish that students who register in these courses are the same students who participate in and complete the course activities and assessments and receive academic credit. Verification and authentication of student identity in this course will include [Method 1 and Method 2].”*

I wish you and your loved ones a peaceful, restful and healthy holiday season and semester break.

My best to you,

Sandy