

December 2, 2022

Senate Faculty  
Fall 2022 Instructors  
Course Sponsoring Agencies

**RE: CEP & CCI Guidance for Fall 2022 Instructors**

Dear Colleagues,

On behalf of the Committees on Educational Policy (CEP) and Courses of Instruction (CCI), we write to provide further clarifications of the broad letter sent from CEP to the SUA yesterday. Our goal is to empower faculty and course sponsoring agencies (CSAs) to make individual decisions on how best to support their undergraduate students and to respond quickly and directly within the Senate's purview. It is also our intention to provide guidance to instructors, and [clarify the end of the fall quarter for students](#) with as much certitude as possible. We also direct you to further information shared by VPDUE Hughey on the subject of end of [term resources](#).

Final Examinations

The committee acknowledges that instructors have needed to make adjustments to their courses and syllabi since the strike began on November 14, 2022. Due to [Systemwide Senate Regulation 772](#), CEP and CCI are unable to waive the final examination requirement for undergraduate courses. While CEP does not have the authority to allow courses to conclude without a final, instructors do have broad authority in exceptional circumstances to deviate from the syllabus and to modify the form that final takes. during exceptional circumstances. Two examples of modifications to final assessments that are within an individual instructor's authority would be a "no penalty exam", where the assessment only counts if it improves the student's grade (otherwise the grade is based on previously submitted work). This option may reduce student stress and grading effort while still being fair to students seeking a chance to improve their grades. A second suggestion is that there is no rule over how long a final may be - it could consist of a single question.<sup>1</sup>

There are other alternatives that faculty may consider. Utilizing Canvas quizzes requires some front end time to set up, but can automatically grade as students complete. An available online tool for timed take-home exams is Gradescope, also available through Canvas. For a final paper, an instructor could consider altering the page limit or evaluating based on a focused stage in the writing process. A timed in-class exam may be replaced with a timed take-home exam that gives all students a total amount of time long enough to incorporate all time accommodations approved by the Disability Resource Center. For example, if an instructor provides 24 hours for students to complete a 2-hour exam, a DRC student with a 150% time accommodation would be allowed to take 3 hours within that 24-hour window to complete the exam, but the instructor does not have to provide a window of 36 hours. Some DRC students may qualify for an extended window of time to take the exam, which must be indicated on their accommodation letter via an extension or absence accommodation. Instructors with questions about accommodations can reach out to DRC for help.

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<sup>1</sup> Please also refer to [the CITL website for additional guidance](#).

### Lecturers and Struck Labor

We also would like to communicate guidance regarding workload issues for our lecturers. CEP recognizes the particular impacts the withholding of Teaching Assistant labor has on our lecturers. Many lecturers teach courses that rely on the support of TA's, where TA's are an essential part of the grading, among other duties. UC-AFT Unit 18 lecturers are contractually prohibited from "sympathy strikes" and thus may not withhold their regular labor in sympathy with this strike. However, in the absence of TA's, lecturers must not be coerced to take up struck labor and complete the grading that would effectively violate the conditions of their own contracts.

### The Timing of Grade Submission and Submission of Partial Grades

While the grading deadline is not being formally changed, CEP, Graduate Council (GC), and the Office of the Registrar recognize that faculty may need additional time in grading undergraduate student work and assigning final grades. Please be advised that campus curtailment may mean that grades entered past campus closure on December 21, may not provide students needed support until the campus reopens on January 4, 2023. CEP, GC and the Office of the Registrar encourage faculty to prioritize assisting students who may contact them requesting final grades particularly in situations where funding or academic status may be affected.

To support individual student grading, the Office of the Registrar and Information Technology Services are working on a technical solution to allow faculty to enter and approve fall 2022 grades on an ongoing basis, including submission of individual student grades or grades for a segment of enrolled students. While still under development, after saving a grade roster, instructors will be able to select the 'Submit' button to queue the grades for posting. These individual grades will be posted to the students record at least once a day. Instructions will be provided on the grade roster.

We wish to thank the many staff that have helped respond to these challenges with the dedication we have come to expect from our excellent support staff. It is important that all parties fully understand that the impact of changing deadlines and policy this far into a quarter will add responsibilities and labor to their many and varied duties.

Sincerely,



David Lee Cuthbert, Chair  
Committee on Educational Policy



David Harrison, Chair  
Committee on Courses of Instruction

cc: Lori Kletzer, Campus Provost and Executive Vice Chancellor  
Richard Hughey, Vice Provost and Dean of Undergraduate Education and Global Engagement  
Akirah Bradley-Armstrong, Vice Chancellor, Student Affairs and Success

Garrett Naiman, Associate Vice Chancellor and Dean of Students  
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College Provosts  
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College Academic Managers