

October 16, 2020

Divisional Deans  
Department Chairs  
Program Directors

**Re: Fall 2020 Asynchronous Finals**

Dear Colleagues,

The Committee on Educational Policy (CEP) has been reviewing final exam times in the face of the increase in remote and asynchronous classes. There are currently only two non-standard final times, so it is quite possible for a student to have time conflicts with final exams this quarter (which could be worse in the face of DRC accommodations that allow for extra time).

For winter quarter and the remainder of remote instruction, the Office of the Registrar has encouraged departments to schedule courses with final exams in standard time slots as though they were going to be taught synchronously, even if they will not be entirely synchronous in the actual instruction. Synchronous meeting times will allow exam times to be scheduled in standard set time blocks, helping to prevent conflicts for students. CEP wants to make you aware that a student *could*, in good faith, have signed up for fall classes such that they have conflicts. After reviewing the list of classes in asynchronous slots (that have finals), we think this possibility for conflict is most likely to occur for PBSci classes, but the potential exists for students taking classes in other divisions. We want to inform you of this potential problem and to encourage your instructors to be flexible with students. We realize that alternative exam times can be quite a burden on instructors, and we are looking into changes that will prevent these problems in the future.

Sincerely,



Tracy Larrabee, Chair  
Committee on Educational Policy

cc: Richard Hughey, Vice Provost and Dean of Undergraduate Education  
David Brundage, Chair, Academic Senate  
Dard Neuman, Chair, Committee on Planning and Budget  
Yat Li, Chair, Committee on Courses of Instruction  
Don Smith, Chair, Graduate Council  
Tchad Sanger, University Registrar  
Stacey Sketo-Rosener, Assistant Vice Provost of Undergraduate Advising  
Jody Greene, Associate Vice Provost for Teaching & Learning and Director of CITL  
Michael Tassio, Director, Online Education  
Margie Claxton, Deputy Registrar, Curriculum Management  
Kalin McGraw, Associate Registrar, Curriculum Management  
Department Managers