Committee on Courses of Instruction (COCI)

Meeting Agenda

June 1, 2017

1:00pm-3:00pm

410 Mrak

*Note*
All pertinent documents are attached to the meeting call and/or posted in ASIS. To save resources, we no longer print agendas or meeting calls.

ASIS website: http://asis.ucdavis.edu

1. Course review
   a. Status of queue
   b. Timeline: Batch #5 due June 5th
   c. Reviewers for summer
2. Editorial revisions to A540 related to No Grade changes
3. Request for Consultation: New Policy PPM 210-50 on Religious Accommodations (see attached)
4. Memo on the availability of expanded course descriptions to faculty
5. Consent items
   a. Approval of meeting summary – 5/9/2017

Upcoming meetings:

None! Enjoy summer!
I. Purpose

This section provides the requirements and procedures for granting schedule changes for examinations to students requesting accommodation for religious observances.

II. Policy

A. The University accommodates requests for alternate examination dates, without penalty, at a time when the activity would not violate a student’s religious creed.

B. Instructors must accommodate students’ requests for alternate examination dates for religious observances when accommodation does not impose an undue hardship that cannot reasonably be avoided.

III. Roles and Responsibilities

A. Students

1. Request, in writing, the rescheduling of an examination as soon as possible after learning of the conflict. Requests should generally be made no later than two weeks after the start of the term.

2. Work in good faith directly with the instructor to find a mutually agreeable resolution to the scheduling conflict.

B. Instructors

1. Attempt to schedule examinations to avoid conflicts with religious observances (see https://www.ucdavis.edu/calendar/diversity-inclusion/multicultural-calendar).

2. Consider all requests for the rescheduling of examinations for religious observances.

3. Work in good faith directly with the student to find a mutually agreeable resolution to the scheduling conflict.

4. Document the reason for rejecting any request, describing the nature of the undue hardship the request would impose and the reason the hardship cannot be avoided.

C. Department heads

1. Ensure all instructors are aware of their responsibilities to accommodate students based on their religious creed.

2. Provide appropriate support or resources (e.g., alternative test locations, proctors) to accommodate requests.

D. Deans provide support to departments in providing accommodations to students.

IV. Further Information

A. Additional information is available from Student Affairs and Campus Diversity, 530-752-2416.

V. References and Related Policies

A. California Education Code 92640, Accommodation of Religious Creed.
B. UC Policy Addressing Religious Holiday Conflicts with Residence Hall "Move-In" Days.
C. UC Davis Policy and Procedure Manual Section 200-05, Academic and Administrative Calendar.