



Davis Division Academic Senate

Request for Consultation Responses

Draft Review: UC Davis Faculty Guide

November 30, 2012

The Registrar's Office produces a Faculty Guide which is updated annually. The latest draft is provided for review and comment as some of the content describes Davis Division of the Academic Senate policy and process.

Council of School & College Faculty Chairs (LS: HACCS)

November 5, 2012 6:50 PM

No response at this time.

Courses of Instruction

December 7, 2012 11:15 AM

COCI Response to the Faculty Guide document from the catalog.

(p. 3) Each PTA number is a unique, randomly-generated four-digit number. A student adding the course via SISWeb enters both the section Course Registration Number (CRN) and the PTA number.

COCI Comment: Note the lack of a period after “number.”

(p. 6) A Retroactive Withdrawal Form is required to withdraw from the University after close of business on the business day preceding the student's first scheduled final examination for a course or after close of business on the last day of scheduled final examinations in the case of withdrawal or if no final examination is scheduled for a course, the student or the appropriate Dean's Office must submit a petition to the Davis Division Grade Changes Committee or, for professional faculty or students in professional courses in their own professional schools, to the grade change committee of that school.

COCI Comment: This is a run-on sentence.

(p. 8) If, after discussion of these questions or concerns, the instructor, the student, and the SDC cannot arrive at a mutually agreeable accommodation through the interactive process, the instructor may appeal to the Vice-Chancellor **of for** Student Affairs.

COCI Comment: One of these is superfluous “of” or “for.”

(p.10) The Office of the University Registrar, will post door notices for changes that occur in the first two weeks of the quarter for classes held in general assignment rooms only.

COCI Comment: The comma after “Registrar” is incorrect.

(p. 14) For courses to qualify for cross-listing, the departments wishing to cross-list must demonstrate that each will be responsible for supplying resources to the course, **COCI Comment:** [the course will] be taught collaboratively by each department, or **COCI Comment:** [it will] be taught by an instructor with a joint appointment in the departments.

COCI Comment: Add the additional [words] for clarity.

Student Declaration of Confidential Information

COCI Comment: (This section—at least in part-- seems to be repeated on page 28 and 29.)

(p. 31) To contact the SCRT, call Student Judicial Affairs at (530) 752-0871 and ask to speak to an SJA officer **of** the SJA Case Manager.

COCI Comment: Should the “of” be “or”.

(pg. 12): There are only three changes that can be made without a course approval form (although your school or college may subject even these changes to approval):

- Quarter offered

COCI Comment: Should be expanded to quarter, semester, or session.

(pg. 15) Take-Home Final Examinations

At the instructor’s option, a final examination in any course may be wholly or in part of the take-home type. In accordance with SR 772 (A) in undergraduate courses, the writing time of a take-home final examination and an in-class final examination together may not exceed three hours.

Am. 5/4/04; source, Regulations of the Davis Division of the Academic

COCI Comment: Take home final exams are not applicable to online/hybrid courses. This section must be revised to reflect the recently approved new COCI online exams policy <http://academicsenate.ucdavis.edu/com> http://academicsenate.ucdavis.edu/committee_cci_policies.cfm#web

(pg. 17) The final result of a student’s work in an examination for credit shall be reported to the Registrar in terms of the following grades: *A, B, C, D, F, P, NP, S, U*. The *I* grade (incomplete) is not acceptable. Optional *P/NP* or *S/U* grading is subject to approval by the appropriate dean. If a student does not take the examination on the specified date and has not made prior arrangements with the instructor to change the date, the instructor shall write “Enrolled—No Work Submitted” on the grade report

COCI Comment: "Enrolled - No Work Submitted" is no longer an option.

(pg. 17) Examinations in any course on the Davis campus may be monitored only when deemed necessary by the instructor.

(pg. 18) •Monitor examinations. A monitor is an individual (instructor, teaching assistant or designated student) who is present in the room during examinations to answer students’ questions and to assist students in their efforts to follow the Code of Academic Conduct. A monitor who observes students violating the Code can tell them to cease, record their names, and report them to the Office of Student

Judicial Affairs. Students cannot be prevented from completing an examination simply because it is suspected that they have cheated.

COCI Comment: In the previous page (17) under “Grading Policies” it says that “Examinations in any course on the Davis campus *may* be monitored....”

(pg. 20) Students cannot complete an *Incomplete* grade by re-enrolling in the class. This is an illegal repeat and the student will be dropped from the class.

COCI Comment: This text is repeated twice on page 20, once at the very top at the page and again four sentences down.

(pg. 22) Instructors may request a change in the mode of grading for a course through the Committee on Courses of Instruction. Requests for a grading variance must include the course number, section, and title; the term; the CRN; and an explanation of the request. Requests that are missing any information will not be approved.

Grading variance requests submitted before the first class meeting must include a copy of the syllabus detailing the change of grade mode. Students should be advised that they can reinstate the original grade mode for *P/NP* courses by bringing the class syllabus to the Office of the University Registrar and filing a Grading Variance Exception petition.

Requests submitted after the first day of instruction must include a list of student names and signatures. Every enrolled student must agree, in writing, to the change. Requests must be received by the Committee on Courses of Instruction by the fifteenth day of instruction to be considered for approval. Late or incomplete requests will not be approved.

COCI Comment: Please provide a web link to the COCI website and policies for those who seek more information. http://academicsenate.ucdavis.edu/committee_cci_policies.cfm

(pg. 23) Undergraduate and graduate students enrolled in the same undergraduate course shall be graded using identical performance standards. These grading standards must reflect the expectations for performance of undergraduate students.

COCI Comment: What about undergraduate students taking a graduate courses?

(pg. 24) The Registrar shall enter the notation *NG* on the end-of-term course report and on the student’s record for a student whose instructor has not yet submitted an appropriate grade (letter grade, *P*, *NP*, *S*, *U*, *I*, or *IP*) nor designated the student as *ENWS*.

COCI Comment: *ENWS* is discontinued.

COCI Comment: Overall the Guide was clear with the exception of the section(s) called Permission to Add (PTA) Numbers. There appear to be two of these sections with the same information. It was not clear why the same sections were required in different locations of the document. Additionally, within these reference

is made to a PTD, but this is never defined. Later "permission to drop" is mentioned, but we don't see a direct link made between the words and the acronym (i.e. permission to drop (PTD)...).

Elections, Rules & Jurisdiction

November 26, 2012 10:57 AM

The Committee on Elections, Rules and Jurisdiction (CERJ) reviewed the draft UC Davis Faculty Guide and recommends the following revisions:

1. Page 3 and Page 5: Permission to Add (PTA) Numbers section and Late Adds

These two sections are repeated on page 3 and page 5.

2. Page 10: Changes After Publication section

There is no longer a *Schedule of Classes and Registration Guide*. The tool used now is called the *Class Search Tool*.

3. Page 15: Changing a Final Examination Date section

This section also refers to changing the date of midterms. CERJ recommends changing the title to: Changing a Midterm or Final Examination Date.

4. Page 16: Credit by Examination section

There is a reference to Enrolled-No Work Submitted (ENWS) in Section F.

5. Page 24: No Grade (NG)

There is a reference to Enrolled-No Work Submitted (ENWS) in the first paragraph.

6. Page 18: Incomplete (I) Grade

The description of the Incomplete Grade is out of date and doesn't conform to the recent revisions made in June 2012.

Faculty Welfare

November 30, 2012 10:57 AM

Response of the Faculty Welfare Committee to the 2012-2013 Faculty Guide

The Faculty Welfare Committee approves of the latest version of the Faculty Guide and has no immediate suggestions for its improvement. Indeed, most members of this committee did not even know that this document existed. We would strongly urge in the future that more effort should be expended in ensuring that faculty members are alerted that this resource is readily available.

Graduate Council

September 28, 2012 8:47 AM

No response at this time.

Planning & Budget

October 23, 2012 2:20 PM

No response at this time.

Research

November 14, 2012 11:02 AM

No response at this time.