

**PROPOSED REVISION OF DAVIS DIVISION REGULATION 538:
Examinations**

Submitted by the Committee on Courses of Instruction.

Endorsed by Executive Council.

Rationale: The Committee on Courses of Instruction (COCI), at the request of the Committee on Elections, Rules and Jurisdiction (see attached memo), recommends the following revisions to DDR 538. The revisions clarify options for the administration of final examinations for virtual, hybrid, and fully in-person courses. Additional revisions standardize the use of the terms “on-line”, “virtual”, and “hybrid” to match COCI’s existing policies. COCI has also approved the attached committee policy further describing final exam modalities; this policy will be posted upon the approval of the below revisions to DDR 538.

Proposed Revision: Davis Division Regulation 538 shall be amended as follows. Deletions are indicated by strikeout; additions are in bold type.

538. Examinations

- A. Except under certain specified circumstances, Senate Regulation (SR) 772 requires that final examinations be given in all undergraduate courses. Final examinations may be given in graduate courses. (Am. 4/26/82)
- B. At the instructor’s option, a final examination 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; **In the case of virtual and hybrid courses, the writing time of a take-home final examination, an in-class final examination, and a timed remote examination together may not exceed three hours.** (Am. 5/4/04) (Am. 9/1/2017)
- C. In each course for which a final examination is required, each student shall have the right to take a final examination (or, when the instructor has so opted, to submit a take-home examination) at the time and on the date published in the Class Search Tool. For ~~on-line~~ **virtual** courses, the University Registrar will offer to the instructor ~~of each on-line class~~ the option to have the final in any of the TBA **final examination** slots. Additional options for administration of final ~~exams~~ **examinations in on-line virtual and hybrid** courses include the use of testing centers, **timed remote examinations (with or without on-line proctoring services)**, and take-home examinations. Students shall be notified of the time and place of the final on or before the first day of instruction. (Am. 5/4/04) (Am. 9/1/2015, 9/1/2017)
- D. In each course for which a midterm examination is required, each student shall have the right to take a midterm examination (or, when the instructor has so opted, to submit a take-home examination) during one of the scheduled meetings of the class published in the Class Search Tool. (Am. 4/26/82; 5/4/04) (Am. 9/1/2017)
- E. Holding a final or midterm examination (or setting a deadline for submission of a take-home examination) at a time not specified in (C) or (D) requires the mutual consent of the instructor and all students involved in the change. Any student who does not consent in writing to the different time must be permitted to take an examination (and/or submit a take-home examination) at the officially scheduled time. A student who consents in

writing to the change of examination time waives the right cited in (C) or (D). (Am. 3/13/95 and effective 9/1/95; 5/4/04) (Am. 9/1/2017)

- F. Any departures from the published examination schedule should be carried out so as not to disadvantage students who are unable to accept the alternative examination schedule. An in-class final examination (**or timed remote examination for a virtual or hybrid course**) may not be rescheduled for a date earlier than the first day of final week. The due date for a take-home final examination may not be rescheduled for a date earlier than the first day of finals week. In the case of ~~on-line~~ **virtual and hybrid** courses, the published examination schedule is that announced no later than the first day of class in accordance with 538(C). (Am. 10/26/87 and effective 9/1/88) (Am. 3/13/95 and effective 9/1/95; 5/4/04) (Am. 9/1/2017)
- G. A student who is improperly denied the right cited in (C) or (D) may file a petition with the Executive Council by the end of the next regular term, for appropriate action.
- H. In accordance with current law, students with documented disabilities may be entitled to in-class accommodations. The student shall provide a letter from the campus Student Disability Center (SDC) with a recommendation for those academic accommodations that the instructor is responsible for providing. It is the student's responsibility to request accommodations as soon as possible; this notification must be made within a period of time which allows the university a reasonable opportunity to evaluate the request and offer necessary adjustments. The instructor has a legal obligation to provide recommended academic accommodations, unless the instructor can demonstrate that the accommodations will fundamentally alter the nature of the academic demands made of the student, or decrease the standards and types of academic performance. It is the responsibility of the University to provide recommended physical accommodations. No accommodation shall require facilities or personnel that can be demonstrated to result in undue financial and administrative burdens to the University. The instructor should consult with the student and the SDC if there are any questions or concerns. If the instructor and the SDC cannot arrive at a mutually agreeable accommodation, the matter shall be resolved by a committee convened by the Vice Chancellor - Student Affairs that includes the instructor, the department chair, and a representative from the SDC. (En. 6/8/87; Am 11/25/96; Am 4/14/08) (Am. 6/8/2012)
- I. An instructor may release to individual students their original final examinations (or copies thereof) at any time. Otherwise the instructor shall retain final examination materials, or a copy thereof, until the end of the next regular term, during which period students shall have access to their examinations. (En. 5/25/77; Renum. 6/8/87)
- J. Paragraphs (A) through (I) of this Regulation shall appear in the final examination area of the Office of the University Registrar website. (En. 5/24/76; Am. and renum. 5/25/77; 6/8/87) (Am. 9/1/2018)