



April 1, 2020

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**RE: COVID-19 Response-Temporary Suspension & Replacement of UCR Regulations
(R1.1.4-5 and R1.2.2) for Spring 2020**

On March 31, 2020 Executive Council voted in lieu of the Riverside Division of the Academic Senate to approve the attached. Soon, the Academic Senate will be considering and voting on a parallel proposal that addresses the same temporary changes for UCR graduate students.


Dylan Rodriguez
Chair, Riverside Division of the Academic Senate

**RANDOLPH C. HEAD, CHAIR COMMITTEE ON COURSES
and
STEFANO VIDUSSI, CHAIR COMMITTEE ON EDUCATIONAL POLICY**

**REPORT TO THE RIVERSIDE DIVISION
March 24, 2020**

To Be Adopted

**COVID-19 Response Temporary Suspension and Replacement of UCR Regulations
R1 Grading System (R1.1.4-5 and R1.2.2)**

Governing undergraduate course enrollment, withdrawals, and grading basis

Applicable for undergraduate courses offered in Spring Quarter 2020 only

PRESENT

PROPOSED

<p>R1.1All courses shall be graded on the basis of A (distinction, indicating exceptional achievement), B (high pass, indicating more than minimal competence but less than exceptional achievement), C (pass, indicating competence), D (marginal pass), or F (fail).</p>	<p>No change.</p>
<p>R1.1.1Grade points per unit shall be: A = 4, B = 3, C = 2, D = 1, F = 0. Passing grades A, B, C and D may be modified by plus (+) or minus (-) suffixes. Minus grades carry three-tenths grade point less per unit, and plus grades (excluding A+) carry three-tenths grade point more than the unsuffixed grade. The grade A+ carries 4.0 grade points per unit, the same as for an unsuffixed A; but when A+ is reported it represents extraordinary achievement. (Am 5 May 77)</p>	<p>No change.</p>
<p>R1.1.1.1The grade GD (Grade Delay) shall be entered on the student's record: a) when administratively the faculty member is not able to assign a grade or b) when disciplinary proceedings are in progress. The GD shall not itself be calculated in any way in the student's grade-point average. The GD shall be changed to a grade, or an incomplete, only when the Registrar receives a written request from the instructor, or if unavailable, the program chair, to indicate that the student situation has been resolved.</p> <p>Once an instructor has decided to proceed with disciplinary proceedings, he or she will refrain from assigning a course grade for the student. If the course concludes before the charge has been resolved, the instructor will assign a grade GD and indicate as a</p>	<p>No change.</p>

<p>note that this GD is for a “Pending Charge of Academic Integrity”.(En Feb. 15, 2011)</p>	
<p>R1.1.2A grade point average of at least 2.0 is required for graduation in any undergraduate program. A grade point average of at least 3.0 is required for graduation in any graduate program.</p>	<p>No change.</p>
<p>R1.1.3A student may add a course up to the end of the second full week of instruction. With the approval of the instructor and advisor, a student may also add a course during the third full week of instruction. (En 5 May 77) (Am 21 Nov 02)</p>	<p>No change.</p>
<p>R1.1.4A student may drop a course without prior approval no later than the end of the second full week of instruction. From the third through the sixth full week of instruction, a course may be dropped with the approval of the advisor. Any course drop which would reduce the undergraduate student's academic load to less than 12 units must be approved by the Dean. (En 5 May 77)(Am 26 May 88) (Am 21 Nov 02)</p>	<p>R1.1.4 A student may drop a course without prior approval no later than the end of the second full week of instruction. From the third through the sixth full week of instruction, a course may be dropped with the approval of the advisor. <u>In Spring 2020, an undergraduate student may also drop a course through the eighth full week of instruction with the approval of the advisor.</u> Any course drop which would reduce the undergraduate student's academic load to less than 12 units must be approved by the Dean.</p>
<p>R1.1.4.1With the approval of their college's Executive Committee, instructors and departments may devise policies that drop students from particular courses up to the end of the second full week of instruction -- if students do not meet attendance requirements approved by the Executive Committee and posted in the Schedule of Classes. (En 21 Nov 02)</p>	<p>No change.</p>
<p>R1.1.5 A course dropped after the end of the second full week of instruction will remain as a permanent transcript entry showing course number and title, with a transcript symbol of W, signifying withdrawal, entered in the grade column.(En 5 May 77) (Am 21 Nov 02)</p>	<p>R1.1.5 <u>If an undergraduate student drops a course before the end of the eighth full week of instruction in Spring 2020, no indication will be entered in the permanent transcript. Deans may permit undergraduate students to withdraw after the eighth week on a case-by-case basis, in which case a transcript symbol of W, signifying withdrawal, will be entered in the grade column. For graduate students in Spring 2020, a course dropped after the end of the second full week of instruction will remain as a permanent transcript entry showing course number and title, with a transcript symbol of W, signifying withdrawal, entered in the grade column.</u></p>
<p>R1.1.5.1A student who has been referred for a pending academic integrity violation may not drop or withdraw from the course to escape the consequences of the misconduct. If a student</p>	<p>No change.</p>

<p>drops or withdraws from the course prior to the resolution of the case brought to Student Conduct, they will be re-enrolled in the course. Students are encouraged to attend and engage fully in the course during the academic integrity review. (En Feb. 15, 2011)</p>	
<p>R1.1.6The final date to petition for conversion from letter grade to S/NC or vice versa will be the end of the eighth week of instruction. (En 5 May 77; Am 25 May 89)</p>	<p>No change.</p>
<p>R1.1.7The only exceptions to this grading system are in R1.2, R1.3, R1.4 and R1.5 below. (En 5 May 77)</p>	<p>No change.</p>
<p>R1.2A a student in good standing may undertake courses on an S/NC (satisfactory/no credit) basis subject to the following limitations. The grade S shall be awarded for work satisfactory, that is, work equivalent to a GPA level of 2.0 or higher at the undergraduate level and a GPA level of 3.0 or higher at the graduate level, for unit credit in meeting degree requirements. In the determination of what is "satisfactory" for meeting degree requirements, instructors will take note of R1.1.2 above. Units are assigned for courses graded S, but it has no grade point equivalent and does not enter the grade point average. Neither units nor grade points are assigned for an NC grade; the grade is recorded on the transcript but does not enter the grade point average. (Am 20 Nov 73)</p>	<p>No change.</p>
<p>R1.2.1Subject to the approval of the Graduate Council, each department may set conditions regulating the taking of courses by graduate students on an S/NC basis. Except as provided in R1.3.1, each department may decide that some graduate courses be taken on an A, B, C, D, F basis only. It may require that some graduate courses be taken on an S/NC basis only (provided it proves this to be educationally necessary and gains approval through the channels stated in R1.3). The department may also allow a third (residual) category in which a graduate student may elect to take any course on an S/NC basis, provided that the student's advisor consents.</p>	<p>No change.</p>
<p>R1.2.2Students enrolled in any undergraduate degree program may receive credit for courses undertaken and graded S on the Riverside campus to a limit of one-third of the total units undertaken and passed on the Riverside campus at the time the degree is awarded. Units completed on another campus of the University by a Riverside undergraduate student enrolled as an intercampus visitor are considered Riverside work for the purposes of</p>	<p>R1.2.2Students enrolled in any undergraduate degree program may receive credit for courses undertaken and graded S on the Riverside campus to a limit of one-third of the total units undertaken and passed on the Riverside campus at the time the degree is awarded. <u>Courses undertaken and graded S during the Spring Quarter of 2020 will not count towards this limit.</u> Units completed on another campus of the University by a Riverside undergraduate</p>

<p>this regulation.</p>	<p>student enrolled as an intercampus visitor are considered Riverside work for the purposes of this regulation.</p>
<p>R1.2.3Courses which are required in, or prerequisite to, the undergraduate student's major subject may be taken on an S/NC basis only on approval of the Chair of the student's department (or other primary instructional unit) in each individual case.</p>	<p>No change.</p>
<p>R1.2.4A special student or limited status student may take courses on an S/NC basis at the discretion of the Dean of the school or college in which he is enrolled.</p>	<p>No change.</p>
<p>R1.2.5Except as otherwise specified by the Executive Committee of the school or college or division concerned, students may elect to take X or XR300, X400, or 300 series courses on an S/NC basis without reference to the one-third limitation specified in R1.2.2.</p>	<p>No change.</p>
<p>R1.3Departments may designate graduate or undergraduate courses to be graded only on an S/NC basis, provided that they have the approval of the Executive Committee of the college (and the Graduate Council for graduate courses) and the Committee on Courses and the Division, except as provided in</p>	<p>No change.</p>
<p>R1.3.1Courses in the 290 series (290-299) shall be graded S/NC unless approved for A, B, C, D, F grading by the Graduate Council on the recommendation of the department.</p>	<p>No change.</p>
<p>R1.3.2Graduate students may not use undergraduate or graduate courses taken on an S/NC basis to complete their master's or PhD degree requirements, unless the course is only offered on an S/NC basis. Exceptions must be approved by the Dean of the Graduate Division. (En 24 Jan 74)(En 6 June 16)</p>	<p>No change.</p>
<p>R1.4The grade I (incomplete) denotes that a student's work was of passing quality but incomplete for good cause. Subject to the provisions of R1.4.2, units are not charged and grade points are not assigned for I grades. The grade I can be replaced as follows:</p>	<p>No change.</p>
<p>R1.4.1Subject to time limitations stated in R1.4.2 and upon completion of the required work, as specified by the instructor, the grade I shall be replaced by a grade A to F or S/NC</p>	<p>No change.</p>
<p>R1.4.2When a course graded I has not been successfully completed within one additional quarter, it will be replaced by a grade of F or by NC if the course was undertaken on an S/NC basis. In the case of a graduating senior an I grade will automatically be recorded as an F or</p>	<p>No change.</p>

<p>NC. Before a grade of I lapses into a grade of F or NC, the appropriate Dean may extend time for successful completion when he considers that circumstances warrant it. (Am 5 May 77)</p>	
<p>R1.5For a course extending over more than one term, where evaluation of the student's performance is deferred until the end of the final term, provisional grades of IP (in progress) shall be assigned in the intervening terms. Neither units nor grade points shall be assigned for IP grades. The provisional grades shall be replaced by the final grade if the student completes the full sequence. In the event that the full sequence is not completed, the grade IP will be replaced by the grade I and further changes in the student's record will be subject to the conditions of R1.4.</p>	<p>No change.</p>
<p>R1.6Repetition of courses not authorized by the Committee on Courses to be taken more than once for credit is subject to the following conditions:</p>	<p>No change.</p>
<p>R1.6.1A student may repeat only those courses in which a grade of D, F, or NC was received. (Am 5 May 77)</p>	<p>No change.</p>
<p>R1.6.2Repetition of a course more than once requires approval by the appropriate Dean in all instances.</p>	<p>No change.</p>
<p>R1.6.3Degree credit for a course will be given only once. The grade assigned each time a course is taken shall be permanently recorded on the student's transcript, but only the most recently earned grade shall be computed in the grade point average. (Am 8 Jan 76)</p>	<p>No change.</p>
<p>R1.7All grades except I and IP become final when they are assigned. No term grade may be revised by reexamination. The only exception to these rules is in R1.7.1, R5.1.6.2, and R5.1.6.3. (Am 5 May 77)</p>	<p>No change.</p>
<p>R1.7.1An instructor may approve and report to the registrar a correction of a recorded course grade at any time if clerical or procedural error has been made in assigning, transmitting, or recording the original grade.</p>	<p>No change.</p>
<p>R1.8No student shall be excused from assigned final examinations, except as provided in R1.8.1 below.</p>	<p>No change.</p>
<p>*PORTIONS TEMPORARILY SUSPENDED FOR REMAINDER OF W2020 AND S2020 R1.8.1The instructor in charge of an undergraduate course shall be responsible for assigning the final grade in the course. The final grade shall reflect the student's achievement in the course and shall be based upon adequate evaluation of that achievement.</p>	<p>No change.</p>

<p>The instructor's methods of evaluation must be clearly announced during the progress of the course. Evaluation methods must be of reasonable duration and difficulty and must be in accord with applicable departmental policies. The methods may include a final written examination, a term paper, a final oral examination, a take-home examination, or other evaluation device. If a final written examination is given, it shall not exceed three hours' duration and shall be given only at the times and places announced in the Schedule and Directory.</p>	
<p>R1.9A maximum of 16 units of credit may be obtained through internship courses, with a maximum of 12 units of internship scheduled in a single quarter. Internship course credit is given for academic work related to the experience of the internship, not for the work experience alone. (En 2 Dec 76)</p>	No change.
<p>R1.9.1 Students who are on academic probation may not enroll in internship courses. (En 27 May 82)</p>	No change.

**Note: The grey feature is used to indicate language that was temporarily suspended by Executive Council on March 12, 2020.*

Statement of Purpose and Effect:

Proposal:

- (1) for temporary suspension and replacement of Senate Regulations R1.1.4-5, and R1.2.2, governing undergraduate course enrollment, withdrawals, and grading basis**
- (2) for policy advisory statements regarding S/NC course credit for majors, incomplete grades, and academic probation or disqualification.**

Applicable for undergraduate courses offered in Spring Quarter 2020 only

Prepared by Stefano Vidussi (Chair, Committee on Educational Policy) and Randolph Head (Chair, Committee on Courses) for Review by the Senate Executive Council, relevant Senate committees, and College executive committees.

Revised March 23, 2020

Executive Summary

We propose temporary changes to Senate Regulations that govern deadlines and requirements for I and S/NC grades, and Course Drop policies. Additionally, we present several policy advisories on these issues. These temporary changes apply solely to undergraduate courses offered in the Spring 2020 Quarter.

Introduction

The faculty and administration are well aware of the challenges facing UCR students because of the COVID-19 pandemic and the abrupt substitution of remote learning methods for traditional methods for all UCR courses during the Spring quarter of 2020. In order to support our undergraduate students, and to ease any additional disruption, the Executive Council of the UCR Division of the Academic Senate has reviewed current policies on enrollment, grading methods, incompletes, and related matters that may cause an additional burden under the current circumstances. The following document describes several temporary changes in Senate regulations, as well as policy advice in related areas, in keeping with Interim Provost/EVC Smith, Divisional Chair Dylan Rodriguez, and Divisional Vice Chair Christiane Weirauch's exhortation that all faculty need to approach the coming quarter with "maximum flexibility, with an emphasis on being patient with your students *and yourselves*."

Audience

This document is addressed primarily to Deans, departmental chairs, program directors and the professional advising staff in the colleges and schools. The substance of the changes described here should also be communicated to all faculty. The Senate will be working closely with the Registrar and other representatives of the UCR administration to communicate these changes clearly and supportively to our undergraduate students and to outline the options they have.

Many of the policies involved have additional implications for financial aid, progress to degree, and other areas. The Senate greatly values UCR's professional advising staff that will support students as they seek the best possible choices among the personal and academic disruption and instability we anticipate in the coming quarter.

Context of Senate Regulation changes for Spring 2020 and policy guidance

The changes to regulations and policy advice in this document apply only to courses offered in Spring 2020, though some will have consequences for students as their career at UCR continues in the future. They touch on the following issues:

1. *Course enrollment and drops* (Senate Regulations R1.1.4 and R1.1.5). Since the effects caused by COVID-19 and efforts to contain its spread may disrupt students as they seek to complete course work for the Spring quarter in unpredictable ways, the Senate is temporarily changing the regulations that control when and how undergraduate students may drop courses.

In regular circumstances, students may drop courses in the first two weeks with no consequences; and may drop by petition between weeks 3 and 6, in which case the course remains on their transcripts with a "W" grade. For Spring 2020 only, the new regulation states

that undergraduate students are allowed to drop classes with an advisor's approval between weeks 3 and 8, as long as the drop does not reduce their enrollment below 12 units (which requires the Dean's approval). Moreover, a course drop will not result in a "W" grade on the student's transcript. Deans may approve withdrawals after week 8 after special review, but such courses will remain on the student's transcript with a "W" grade.

2. *Limit on S/NC courses* (R 1.2.2). Normally, students may take only 1/3 of their total units with an S/NC grading basis. Given the uncertainties of living conditions and temporary remote learning methods, the Senate is changing R1.2.2 for Spring 2020 only, so that courses taken S/NC during this quarter **will not count towards** the 1/3 limit. This will allow students to choose S/NC up to week 8 of the quarter if they find that the consequences of the COVID-19 crisis are causing them anxiety or impeding their ability to engage in learning for a course at the level needed to sustain their GPA.

The Senate advises that students receive clear and forceful guidance from advisors and the Registrar about the possible consequences of NC grades, especially for students who rely on Veterans' benefits, students planning to apply to graduate programs or professional schools or students whose GPA is currently below campus expectations.

3. *S/NC courses not applicable to major requirements* (R1.2.3). In most cases, courses taken S/NC cannot be counted towards a student's requirements for their major. R1.2.3, however, provides that chairs may waive this regulation after individual review. The Senate urges chairs to be flexible and proactive in exercising this authority, and confirms that chairs may delegate the approval of petitions to count an S/NC course towards a student's major requirements to professional advising staff. Chairs should provide criteria and guidelines for which petitions may be automatically approved, and which will still require the chair's individual review. For example, chairs might delegate approval for lower-division courses, or for "additional courses" towards the major but not core requirements, or such other criteria that reflect the department's best judgment.

The Senate recommends that Chairs consult with the Chairs of similarly situated departments and with College staff in making such delegations, in order to ensure reasonable uniformity across similar programs. Ultimately, each department may make its own specific determinations of which courses can be counted towards major requirements when taken S/NC in the Spring 2020 quarter.

4. *Deadlines for resolving "I" grades* (R1.4.2). R1.4.2 gives Deans considerable discretion to extend the deadline for a student to complete work for an Incomplete grade in a course. Going forward, the Senate urges Deans to be flexible and accommodating to students whose Incompletes result from the disruptions of the COVID-19 crisis – including extending the time to complete work for an additional quarter. In addition, particularly for graduating seniors, the Senate urges Deans to be flexible about late petitions to Withdraw and similar petitions, so that graduating seniors with Incomplete work do not graduate with F grades as a result of crisis disruptions.

5. *Timelines and criteria for moving out of Academic Probation* (General Catalog, p. 51). Current catalog rules stipulate that a student whose GPA remains below 2.0 for two academic quarters shall be dismissed. Since we expect that some students will choose S/NC grading in response to the teaching and personal disruptions in Spring 2020, the Senate recommends that these rules be applied in a flexible and accommodating way, especially when S grades show adequate progress but do not contribute to the student's GPA.

Proposed Temporary Regulations Changes and Policy Advisory Statements

All proposed changes apply solely to undergraduate students for courses offered in Spring 2020.

<p>R1.1.4</p> <p>A student may drop a course without prior approval no later than the end of the second full week of instruction. From the third through the sixth full week of instruction, a course may be dropped with the approval of the advisor. Any course drop which would reduce the undergraduate student's academic load to less than 12 units must be approved by the Dean.</p>	<p>Temporary R1.1.4</p> <p>A student may drop a course without prior approval no later than the end of the second full week of instruction. From the third through the sixth full week of instruction, a course may be dropped with the approval of the advisor. <u>In Spring 2020, an undergraduate student may also drop a course through the eighth full week of instruction with the approval of the advisor.</u> Any course drop which would reduce the undergraduate student's academic load to less than 12 units must be approved by the Dean.</p>	<p><u>Comment:</u> Public policy and individual responses to the COVID19 crisis may cause uncertainty or anxiety for students, concerning whether they will be able perform academically. In response, the Senate is making the regulations regarding dropping a course more flexible and extending drops through week 8 (see also R1.1.5 below). Advising is critical after week 2 because of financial aid and other implications of late drops, and because adding classes is no longer possible after week 2..</p>
<p>R1.1.5</p> <p>A course dropped after the end of the second full week of instruction will remain as a permanent transcript entry showing course number and title, with a transcript symbol of W, signifying withdrawal, entered in the grade column.</p>	<p>Temporary R1.1.5</p> <p>If an <u>undergraduate student drops a course before the end of the eighth full week of instruction in Spring 2020, no indication will be entered in the permanent transcript.</u> Deans may <u>permit undergraduate students to withdraw after the eighth week on a case-by-case basis, in which case a transcript symbol of W, signifying</u></p>	<p><u>Comment:</u> The ongoing crisis may lead to further sudden changes for students and faculty. Relaxation of the "W" grade policy for undergraduates takes account of this</p>

	<p>withdrawal, <u>will be</u> entered in the grade column. For <u>graduate students in Spring 2020</u>, a course dropped after the end of the second full week of instruction will remain as a permanent transcript entry showing course number and title, with a transcript symbol of W, signifying withdrawal, entered in the grade column.</p>	<p>possibility.</p>
<p>R1.2.2</p> <p>Students enrolled in any undergraduate degree program may receive credit for courses undertaken and graded S on the Riverside campus to a limit of one-third of the total units undertaken and passed on the Riverside campus at the time the degree is awarded. Units completed on another campus of the University by a Riverside undergraduate student enrolled as an intercampus visitor are considered Riverside work for the purposes of this regulation.</p>	<p>Temporary R1.2.2</p> <p>Students enrolled in any undergraduate degree program may receive credit for courses undertaken and graded S on the Riverside campus to a limit of one-third of the total units undertaken and passed on the Riverside campus at the time the degree is awarded. <u>Courses undertaken and graded S during the Spring Quarter of 2020 will not count towards this limit.</u> Units completed on another campus of the University by a Riverside undergraduate student enrolled as an intercampus visitor are considered Riverside work for the purposes of this regulation.</p>	<p><u>Comment:</u> In order to accommodate the circumstances of students facing challenges to normal participation in Spring 2020 courses, and to reduce anxiety and pressure, the campus will not count S/NC courses taken in Spring 2020 toward the 33% maximum of such courses allowed during a student's career at the UC. However, students (especially veterans and students planning to apply to graduate programs or professional schools) should be carefully advised about the consequences of NC grades for financial aid and adequate progress.</p>

<p>R1.2.3</p> <p>Courses which are required in, or prerequisite to, the undergraduate student's major subject may be taken on an S/NC basis only on approval of the Chair of the student's department (or other primary instructional unit) in each individual case.</p>	<p>R1.2.3</p> <p>[No regulation change]</p>	<p><u>Policy advisory:</u> The existing regulation gives Chairs the authority to approve petitions to count courses taken on an S/NC basis towards major/program degree credit. During Spring 2020, Chairs may delegate approval of such student petitions to advisors and enrollment managers by providing clear approval criteria (such as course level, student class standing, and other equitable and reasonable conditions), and should indicate which cases may still require the Chair's individual review. Chairs are encouraged to consult with Chairs of other, similarly placed departments to ensure overall consistency in the management of such petitions.</p>
<p>R1.4.2</p> <p>When a course graded I has not been successfully completed within one additional quarter, it will be replaced by a grade of F or by NC if the course was undertaken on an S/NC basis. In the case of a graduating senior an I grade will automatically be recorded as an F or NC. Before a grade of I lapses into a grade of F or NC, the appropriate Dean may extend time for successful completion when he considers that circumstances warrant it.</p>	<p>[No regulation change]</p>	<p><u>Policy advisory:</u> The Academic Senate recommends that student petitions to extend the time allowed for successful completion of a course with an "I" grade be approved, except for compelling reasons. In the case of graduating seniors who complete all graduation requirements without counting a course with an "I" grade, the Senate recommends that Deans approve petitions for late withdrawal or other</p>

		expedients to allow such students to graduate.
<p>Rules governing academic probation and disqualification (Catalog p. 51)</p> <p>[These rules rest on systemwide Senate and administrative regulations]</p>	[No regulation change]	<p><u>Policy advisory:</u> The Senate advises Deans to exercise their authority over academic probation flexibility and generously for students who either fall into either status owing to circumstances connected to the COVID19 crisis, or who have difficulty returning to regular status because of having taken courses for S/NC grades during Spring 2020. For the Spring 2020 quarter, the related college and school regulations should likewise be temporarily suspended or changed.</p>

Approvals

Approved by Executive Council in Lieu of the Division:

March 31, 2020

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate:

March 25, 2020