

Approved by UGC and GC on March 5, 2020
 Approved by DivCo on March 6, 2020
 Revised by UGC and GC, October 1, 2020
 Approved by DivCo on October 23, 2020
 Revised and approved by DivCo on November 13, 2020



University of California, Merced
Emergency Course Continuity Policy

Responsible Official:	Academic Senate Chair, Undergraduate Council Chair, Graduate Council Chair
Responsible Office:	Academic Senate
Issuance Date:	11/13/2020
Effective Date:	Immediately upon approval
Summary:	<p>The Emergency Course Continuity policy specifies academic instruction policies which may be invoked in the event of an emergency that prevents or limits the campus's ability to deliver standard undergraduate and graduate instruction.</p> <p>Emergency Course Continuity provides instructional flexibility to the instructors of record and teaching assistants for courses in progress at the time of emergency declaration. Instructors of record may deliver their courses using online modalities without obtaining approval through the standard process for online course approval. This policy also provides guidelines for hybrid flexible course modalities, adjustments to contact hours and adjustments to course learning outcomes.</p> <p>Emergency Course Continuity may be invoked by the Chancellor and/or the Provost in consultation with the Chair of the Academic Senate (or their designees, if unavailable). The Emergency Course Continuity policy may be invoked for a maximum of one semester duration period. Additional consultations must be done to extend the policy invocation for additional time; with a maximum of one semester duration for each renewal.</p> <p>Extension of Emergency Course Continuity requires approval by the Merced Divisional Council.</p>
Scope:	Instructors of Record, Teaching Assistants and Students

<p>Policy Text:</p>	<p>The Emergency Course Continuity policy specifies academic instruction policies which, in the event of an emergency, may be invoked by the Chancellor and/or the EVC/Provost, in consultation with the Chair of the Academic Senate (or their designees, if unavailable).</p> <p>This policy outlines course-related activities which are <i>permitted</i> without prior approval from the Undergraduate Council (UGC) and/or the Graduate Council (GC) during such emergencies. <i>It does not specify that instructors of record are obligated to adopt these alternative activities.</i></p> <p>Emergency Course Continuity provides instructional flexibility to the instructors of record and teaching assistants for courses in progress at the time of emergency declaration.</p> <ul style="list-style-type: none">▪ Instructors of record may deliver their courses using online modalities without obtaining approval through the standard UGC and/or GC process for online course approval.▪ Teaching assistants are permitted, without obtaining prior UGC and GC approval through the standard approval process, to perform course delivery responsibilities in the event that the instructor of record cannot deliver the course. Department chairs and school deans must adhere to established workload and labor policies when making these assignments, and ensure that UC quality standards for teaching is maintained.▪ Instructors of record may shift to asynchronous instruction modalities without obtaining prior UGC and/or GC approval through the standard approval process.▪ In the event that the instructor is unable to continue to teach and instruction is directed by a substitute instructor, change in the modality of instruction is permitted after consultation with department, program, or graduate group chair responsible for the delivery of the course. <p>Emergency Course Continuity provides flexibility to adjust coursework and evaluation provided students have 48-hour advance notice.</p> <ul style="list-style-type: none">▪ Instructors of record may alter assignment submission formats to accommodate distance learning.▪ Instructors of record may assign take-home tests/quizzes/midterms in place of in- person versions.▪ Instructors of record may assign take-home final exams in place of in-person exams in the event that the Emergency Course Continuity designation extends throughout the exam week period. <p>Emergency Course Continuity allows for adjusting contact hours without prior UGC and/or GC approval. In all cases, 30% cumulative reduction in contact hours is permissible.</p>
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Contact Hour Type	Policy Allows
Lecture	Live distance lectures, recorded lectures, online modules and structured worksheets.
online modules and structured worksheets.	Remote online seminars.
Seminar-Research/Creative Dev.	Remote online seminars.
Seminar-Topical	Remote distance seminars, recorded seminars.
Discussion	Remote online conference, online discussion forums, online chats.
Laboratory-Research	Remote experiment operation, simulations, 30% cumulative reduction in contact hours is permissible.
Laboratory-Skills/Techniques	Remote experiment operation, simulations.
Fieldwork Research	Continue if emergency allows, reschedule if possible.
Fieldwork-Skills/Techniques	Continue if emergency allows, reschedule if possible.
Individualized Instruction	Remote online instruction, recorded asynchronous instruction.
Studio-Production/Creative Dev	Remote online studio, recorded asynchronous instruction.

Studio-Technique	Remote online studio, recorded asynchronous instruction.
Internship	Continue if emergency allows, reschedule if possible.
Project	Continue if emergency allows, reschedule if possible.
Tutorial	Continue if emergency allows, reschedule if possible.
Conference	Continue if emergency allows, reschedule if possible.
Legal/Medical Clerkship	Continue if emergency allows, reschedule if possible.
Practicum	Continue if emergency allows, reschedule if possible.
Practicum—Teaching	Continue if emergency allows, reschedule if possible.

Emergency Course Continuity provides flexibility in meeting course learning objectives.

- Faculty may explore alternative means of achieving the learning objectives that are covered in a course.

Hybrid flexible (HyFlex) course modality – whereby the course delivery format simultaneously provides for some students participating face-to-face and some students participating by remote/online learning – may be allowed by the Chancellor and/or Provost during Emergency Course Continuity. Courses may be offered using HyFlex modality under such conditions when proposed by the instructor of record and approved by the following: the responsible Department, Undergraduate Program, and/or Graduate Group Chair(s); and the responsible School Dean(s).

- Teaching assistants, discussion leaders, and others supporting HyFlex courses must agree to participate in the delivery of such a course. The appropriate Department, Program, and/or Graduate Group Chair(s) is (are)

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responsible for ensuring this requirement is met for courses under their responsibility.

- Should on-campus access for students or instructors be restricted, a course approved and begun in HyFlex delivery mode may revert to online modality as approved for in-person courses according to this Emergency Course Continuity policy.
- Upon approval of this policy by the Merced Divisional Council, the Undergraduate Division and Graduate Division shall provide regular reports, including prior to the start of a semester during which any HyFlex courses are scheduled, on the status of HyFlex course offerings to the Undergraduate Council and Graduate Council.
- Emergency Course Continuity can be invoked for as much as 5 weeks (25 days of instruction).
- Extension of Emergency Course Continuity beyond 5 weeks requires approval by the Merced Divisional Council.