



ACADEMIC SENATE, MERCED DIVISION
UNDERGRADUATE COUNCIL (UGC)

UNIVERSITY OF CALIFORNIA, MERCED
5200 NORTH LAKE ROAD
MERCED, CA 95343
(209) 228-7930

August 29, 2019

To: Undergraduate Council

From: Jay Sharping, Chair

RE: Reading/Review/Recitation (RRR) Week policy

This memo is based on the [Review Period Proposal](#) proposed by the ASUCM during Spring 2018. The previous proposal was reviewed most recently by the [Natural Sciences Executive Committee](#), the Social Sciences, Humanities and Arts [Curriculum](#) and [Executive](#) Committees, and the [Registrar](#). The revised RRR policy, policy guidelines, and noncompliance protocol are outlined below. Pilot implementation of the policy is requested for Spring 2021, if possible.

Policy: UC Merced RRR Period is aligned with the [RRR policy at UC Berkeley](#). It is a 5-day period (Monday – Friday) during week 15 of Fall and Spring semesters. The last day of formal classes will be Friday of week 14. Although formal classes are not held during the review period, the total days of instruction do not change and it will not extend the length of the semester.

Guidelines for the Review Period are as follows:

1. No mandatory exams or quizzes, including final exams.
2. No required submission of papers, projects, or presentations that are assigned in lieu of a written final exam. Due dates should be set for the day on which the written final exam would have been given and may not be set any earlier than the first day of the final exam period. A paper, project, or presentation is considered to be in lieu of the final exam if the grade weight exceeds 15%.
3. No new material shall be presented.
4. Submission of papers, projects, lab reports, or other forms of homework assignments that are not substitute forms of a final exam should be submitted by the last day of instruction.
5. Review Period should be used for:
 - Synthesis and review of course material by students on their own or in study groups.
 - Work on final projects and papers by students on their own or in study groups.
 - Optional review sessions.

In the case of perceived *noncompliance* of the Review Period policy, a student should address the concern in the following order:

1. Course instructor
2. Assistant Dean of the appropriate school
3. Other campus resources:
 - Office of the Ombuds
 - Associate Vice Chancellor of Student Affairs and Dean of Students
 - Associated Students of the University of California, Merced

Cc: UGC
Fatima Paul, Associate Director, Senate Office
Charles Nies, VCSA
James Zimmerman, Interim VPDUE

UGC – December 17, 2019
 UGC – February 14, 2020
 UGC – February 28, 2020
 DivCo – March 18, 2020



University of California, Merced

Reading, Review and Recitation (RRR) Week Policy

Responsible Official:	UGC Chair
Responsible Office:	Undergraduate Council
Issuance Date:	xxx
Effective Date:	AY 2021/22
Summary:	This policy outlines the use of the final week of instruction and exam week for undergraduate courses. It specifies that in-class exams must be delivered during exam week. It specifies a Reading, Review and Recitation week (RRR Week) which is a 5-day period (Monday – Friday) during week 15 of Fall and Spring semesters during which no new material may be presented, no tests quizzes or exams may be held and no formal classes are held in undergraduate courses. Activities which may be part of RRR week include optional review sessions and extended office hours. When necessary, group presentations, recitals, exhibitions and similar activities may be held during RRR week. Portions or all of RRR week may also be reclaimed for normal instruction in the event of an extended campus closure.
Scope:	Faculty and students

Contact:	Jay E. Sharping Chair UGC
Email:	
Phone:	(209) 217-7233

I. REFERENCES AND RESOURCES

UC Policies

- Berkeley policy
- Berkeley exam week study
- ASUCM proposal/survey
- Previous faculty reviews

II. SUMMARY & SCOPE

This End of Term (EOT) policy is intended to provide clear guidance for students and faculty regarding academic expectations for the final weeks of Fall and Spring semesters. This policy does not apply to the summer semester.

Background and Context

Dialogue concerning a Reading Period, or RRR Week, has been a consistent discussion topic throughout UGC's history.

- In 2009, UGC identified the pedagogical advantages of having adequate time to absorb learning between the end of classes and the beginning of final exams. Divco then suggested UGC create a proposal for faculty and administration feedback.
- In 2010, UGC identified how faculty could also benefit from a Review Period, which would provide them ample time to finalize grading. Circumstances arise in which some faculty had two days to grade 165 papers, including essays.
- In 2014, UGC identified how a majority of final exams that take place the first Saturday of finals period, the day after the last day of instruction, these courses are heavily enrolled by first-year students who bear the brunt while still adapting to the rigors of attending a research-based university.
- In 2017, Health Promotion and ASUCM hosted a discussion regarding Review Period with UGC in which the committee opined on the gathered data and evidence suggesting that UC Merced students would greatly benefit, academically and mentally, from a Review Period. The committee was in overall support of the initiative and idea and encouraged Health Promotion and ASUCM to gather faculty input to add in a formal proposal to UGC and the overall Academic Senate. Throughout October of 2017, Health Promotion and ASUCM reached out to faculty members from each school to engage feedback on the proposal and address any concerns faculty in their respected schools may have. For the the School of Natural Sciences, Health Promotion and ASUCM reached out to the executive committee to gain feedback on the proposal. The School of Natural Sciences executive committee expressed support for prohibiting the administration of final exams the weekend in between the end of instruction and final exams. Additionally, the School of Social Sciences, Humanities and Arts has also expressed support stating that they, "continues to support a period dedicated to students' review of and preparation for exams".

Reading, Review, and Recitation (RRR) Week is the week preceding the start of final exams and is intended for students to prepare for exams, to work on final papers and projects, and to participate in review sessions and meetings with instructors. RRR Week is based on the pedagogical principle that students benefit from time devoted to synthesizing the course material learned over the course of the semester. RRR days are counted as days of instruction, even though formal classes do not meet during this period. UC Merced's RRR Week is aligned with the RRR policy at UC Berkeley. It is a 5-day period (Monday – Friday) during week 15 of Fall and Spring semesters. The last day of formal classes will be Friday of week 14. Although formal classes are not held during the review period, the total days of instruction do not change and it will not extend the length of the semester. Classrooms are assigned through week 15 of Fall and Spring semesters—including RRR Week—in order to provide space needed for optional review sessions, study groups, and other RRR Week activities.

Those impacted by this policy include faculty, undergraduate students, graduate students instructional staff, academic departments, schools, the Registrar, Student Affairs and the Office of Undergraduate Education.

III. POLICY TEXT¹

Reading, Review, and Recitation (RRR) Week is the week preceding the start of final exams and is intended for students to prepare for exams, to work on final papers and projects, and to participate in review sessions and meetings with instructors. RRR Week is based on the pedagogical principle that students benefit from time devoted to synthesizing the course material learned over the course of the semester.

1. Types of activities that may take place during RRR Week
 - a. Synthesis and review of course material by students on their own or in study groups
 - b. Work on final projects and papers by students
 - c. Optional review sessions
 - d. Optional recitation activities such as poster sessions, oral presentations of research, and debates.
 - e. Required submission of papers, projects, or other homework assignments that are not substitute forms of final assessment
2. Types of activities that should not be scheduled during RRR Week
 - a. Mandatory exams and quizzes, including final exams
 - b. Required submission of papers or projects that are assigned in lieu of a written final exam. Instructors are encouraged to give students the full benefit of the RRR week for consultation with their instructors and revision. Due dates should ideally be set for the day on which the written final exam would have been given and may not be set any earlier than the first day of the final exam period.
 - c. Any other mandatory scheduled activities (note exceptions below)
3. Types of activities that may take place during RRR Week in certain circumstances
 - a. Mandatory recitation activities such as poster sessions, oral presentations of research, and debates, when time and venue constraints make the RRR period the only feasible time to do so. In such cases, instructors should maximize flexibility and scheduling options because students are likely to have other academic commitments during the RRR Week.
 - b. Capstone presentations for “special format” courses, such as performance- or studio-based courses Instructors are encouraged to schedule these activities outside of RRR Week whenever possible. However, such courses may need to use the flexible scheduling opportunities presented by the RRR Week for mandatory culminating performances, studio critiques, or other types of capstone presentations that count toward students’ final grades, particularly those activities that may require special venues.
 - c. Make-up classes necessitated by lengthy disruptions such as campus closure as determined by the EVC/Provost.

¹ Section III – “Policy Text” will be included in the Catalog

4. Noncompliance

In the case of perceived noncompliance in terms of RRR Week or final exams, a student should address the concern in the following order

- a. The course instructor
- b. Assistant Dean of the appropriate school
- c. Other campus resources:
 - i. Chair of the Department in which the course is taught
 - ii. Office of the Ombuds
 - iii. Associate Vice Chancellor of Student Affairs and Dean of Students
 - iv. Vice Provost and Dean of Undergraduate Education
 - v. Associated Students of the University of California, Merced

IV. IMPLEMENTATION PLAN

The successful implementation of RRR Week depends on clear communication to those impacted and allowing sufficient time for instructors of record and instructional staff to adapt their standard schedules. The rollout of RRR Week will proceed as follows:

1. AY 2020/2021 Voluntary adaptation pilot
 - a. Instructors are encouraged to include RRR Week in their course plan when possible
 - b. Assessment survey
2. AY 2021/2022 Full implementation
 - a. Instructors are required to abide by RRR Week policy

V. RESPONSIBILITIES

UGC/ASUCM/VCSA/VPDUE information sessions and follow up.

APPENDICES

APPENDIX 1 - TITLE OF DOCUMENT