

September 3, 2020

To: UCLA Faculty

Re: Executive Board Approval to Revoke Partially the Suspension of SR A-332

Dear Colleagues,

Please read below for an update on the requirement that instructors announce methods of evaluation at the start of an undergraduate course.

The Legislative Assembly (LgA) [approved](#) the suspension of two parts of UCLA Senate Regulation A-332 on March 11, 2020 as follows:

The two bolded sentences were suspended:

*A-332. (A) The 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 the achievement. **The instructor's methods of evaluation must be announced at the beginning of the course. The methods may include a final written examination, a term paper, a final oral examination, a take-home examination, or other evaluation device.** Evaluation methods must be of reasonable duration and difficulty, and must be in accord with applicable departmental policies. **Final written examinations shall not exceed three hours' duration and shall be given only at the times and places established by the departmental Chair and the Registrar.***

At this same meeting, the LgA also empowered the Executive Board to act on behalf of the Division.

On August 31, 2020, the Executive Board approved the following resolution. The resolution revokes the suspension of the first bolded sentence in Senate Regulation A-332, and thus requires instructors to announce methods of evaluation at the start of an undergraduate course.

RESOLUTION:

The Executive Board, acting on behalf of the Legislative Assembly (LgA) per its resolution approved on March 11, 2020, hereby revokes the suspension of the following sentence in UCLA Senate Regulations A-332: "The instructor's methods of evaluation must be announced at the beginning of the course. The methods may include a final written examination, a term paper, a final oral examination, a take-home examination, or other evaluation device."

All sentences in A-332 will be in effect except for the one remaining suspended sentence in bold below. That sentence is intended to remain in suspension because almost all undergraduate Fall Quarter 2020 courses will be held remotely.

One bolded sentence is to remain in suspension:

*A-332. (A) The 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 the achievement. The instructor's methods of evaluation must be announced at the beginning of the course. The methods may include a final written examination, a term paper, a final oral examination, a take-home examination, or other evaluation device. Evaluation methods must be of reasonable duration and difficulty, and must be in accord with applicable departmental policies. **Final written examinations shall not exceed three hours' duration and shall be given only at the times and places established by the departmental Chair and the Registrar.***

Sincerely,

Shane White
Chair, UCLA Academic Senate

Cc: Jody Kreiman, Vice Chair/Chair Elect, UCLA Academic Senate
Michael Meranze, Immediate Past Chair, UCLA Academic Senate