March 28, 2023

PROFESSOR NANCY POSTERO, Chair  
Academic Senate, San Diego Division

SUBJECT: 2023 – 2024 Exception for Remote Teaching

The Educational Policy Committee (EPC) discussed extending the exception to allow remote instruction as an option due to a documented disability. For these cases EPC approved an exception to the Policy on Distance Education Courses for the 2023-2024 academic year to allow a course to be taught remotely without an R-course designation if approved by the Undergraduate Council (for undergraduate courses) or Graduate Council (for graduate courses). Below are the procedures for requesting an exception for remote instruction due to a documented disability.

The following two steps must be completed for UGC or GC to consider the exception:

1. The academic instructor submitted a request for remote instruction to Disability Counseling and Consulting (DCC) with evidence of a documented disability;

2. The Department Chair (or cognizant academic unit head) and School Dean (or equivalent) have both determined that remote instruction does not fundamentally alter the academic goals of the course and provided a justification to UGC or GC explaining why remote instruction is academically appropriate for the course.

For remote teaching accommodations for the 2023-2024 academic year, requests may be submitted by academic units to Senate Associate Director Ashley Hill (awelch@ucsd.edu) for review by UGC or GC. The request should include evidence that the instructor initiated the process with DCC and a letter from the Department Chair, with endorsement from the School Dean, stating the course(s) requested for remote teaching and addressing why remote instruction is academically appropriate for the course(s) assigned to the instructor. As part of their review, departments are asked to evaluate the instructor’s commitment to the intellectual rigor of the course and what measures will be put in place to safeguard the academic integrity of the course in a remote format, including plans for high stakes assessments. Following UGC or GC review, the academic head or unit will receive a notification from the Academic Senate of the outcome and may proceed to complete the interactive process with DCC.

EPC continues to discuss how to systematically address disability-related requests. If departments are aware that an instructor may have a long-term need for remote teaching, we encourage that they begin the process to develop an R-course proposal for Senate review as soon as possible.

We ask that you share EPC’s decision with EVC Simmons and request that information about the 2023-2024 academic year process be shared with School Deans and academic unit heads. If further clarifications are needed, please let me know.

Sincerely,

Geoffrey Cook, Chair  
Educational Policy Committee
cc: T. Gentner
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    J. Hildebrand
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