School of Social Sciences, Humanities & Arts

New Instructor Handbook
2017-2018

CONTENTS

SSHA Instructional Services Quick Reference Guide

SSHA Instructional Services Contact Information			
Megan Topete – Manager of Instructional Services	mtopete@ucmerced.edu	209-228-4594	COB 227
Angela Dixon – Course and Curriculum Coordinator	adixon2@ucmerced.edu	209-228-7839	COB 225
Ana Padilla – Course Scheduler	ssha.curriculum@ucmerced.edu	n/a	COB 226
Aisha Effendi – Course Scheduler	ssha.curriculum@ucmerced.edu	n/a	COB 226
General SSHA Instructional Services	ssha.curriculum@ucmerced.edu	n/a	n/a

The SSHA Instructional Services Office utilizes generic email addresses to ensure requests are handled in a timely manner. Each email address is monitored by multiple staff members, allowing for continuous coverage when staff is unavailable due to vacation, illness, training or conference attendance.

CURRICULUM-RELATED INQUIRES:

Copy Codes
- Questions: ssha.reception@ucmerced.edu
Course Evaluations
- Requests for evaluations from previous semesters: http://ssha.ucmerced.edu/facultyresources or http://ssha.ucmerced.edu/instructionalservices
- Questions: ssha.curriculum@ucmerced.edu
Independent Study Forms
- Undergraduate Course Requests/questions: Angela Dixon via ssha.curriculum@ucmerced.edu
- Graduate Course Requests/questions: ssha.grad@ucmerced.edu or Mitch Ylarregui (mylarregui@ucmerced.edu)
Course Overenrollment Requests
- Undergraduate and Graduate Course Requests/questions: Angela Dixon via ssha.curriculum@ucmerced.edu
Textbook/Desk Copy Orders
- Questions: ssha.curriculum@ucmerced.edu
Scantron Machines
- Training/Questions: ssha.curriculum@ucmerced.edu or ssha.reception@ucmerced.edu
Scheduling
- Undergraduate Course Requests/questions: Angela Dixon

MISCELLANEOUS FACULTY SUPPORT:

Undergraduate CRFS
- Undergraduate Course Request Process: assessment.ucmerced.edu/node/51
- CRF website: https://eng.ucmerced.edu/crf
- Questions: Megan Topete or Angela Dixon
Curriculum Committee
- Support/Questions: Megan Topete or Angela Dixon
Executive Committee/Full Faculty Meetings
- Support/Questions: Christine Howe: chowe2@ucmerced.edu
Instructional Seminars/Conferences
- Travel arrangements and event logistics for guests visiting campus for academic conferences hosted by SSHA affiliates and discipline-specific seminar series: ssha.seminars@ucmerced.edu

ACADEMIC DIFFICULTIES

I have a student who can't write a paragraph—where can I send him/her for help?

Express your concerns to the student and refer him/her to the Bright Success Center for more assistance (http://learning.ucmerced.edu). The Bright Success Center offers workshops and tutoring for students who need assistance with writing and many other subjects.

I have a student who doesn't have the necessary mathematical preparation for my course. What should I do?

Express your concerns to the student and refer him/her to the Bright Success Center for more assistance (http://learning.ucmerced.edu). The student may need to drop your course if it is before the drop deadline.

See http://registrar.ucmerced.edu/schedules/deadlines for a list of deadlines. If you believe the student could succeed in your course with some additional support, the Bright Success Center offers study groups, tutoring, workshops, and online resources for students enrolled in a variety of math courses.

What is academic probation?

An undergraduate student is placed on academic probation if one of the following occurs:
(1) The student's semester grade point average is less than 2.0, or
(2) The student's cumulative University of California grade point average is less than 2.0.

What is academic dismissal?

An undergraduate student is subject to academic dismissal from the university if one of the following occurs:
(1) The student has been on academic probation for two or more semesters and the student's cumulative grade point average is less than 2.0, or
(2) The student's semester grade point average is less than 1.5 and the student's cumulative grade point average is less than 2.0.

CONFIDENTIALITY

I would like to inform my students of their grades on an exam, or for the course. Am I violating any laws posting a list of student ID numbers and grades outside my office door?

Student ID numbers and grades are confidential information, and posting such information (without prior written consent from every student on the list) is a violation of Family Educational Rights and Privacy Act (FERPA) regulations. See http://registrar.ucmerced.edu/policies/ferpa for more information on FERPA. Particular care should be taken with student ID numbers, because it is now one of two keys used for accessing student records electronically. Instructors are strongly encouraged to use CatCourses, as students can easily look up their course grades using the "Grades" tab.

Is it appropriate to leave my students' graded midterms in a bin outside my office door for them to pick up?

No. Exams are considered student records. This is a FERPA violation.

A student's parent contacted me regarding the student's work in my course and wants to know the following: courses taken, scores received, overall GPA, and current academic status. Am I allowed to release this information?

Under no circumstances may you release to any third party, including a student's own parents, information of this nature, unless you have written authorization from the student to release the information. Ordinarily, parents of UC Merced students obtain information about their students' records directly from their students. For more information about students' privacy rights under FERPA, please see http://registrar.ucmerced.edu/policies/ferpa.

A parent has telephoned my office in desperation. He said, "I need to contact my son because his sister has been seriously injured in an accident. Can you please give me his class schedule so I can locate him?" How should I respond?

In emergency situations, refer the caller to the UC Merced Police Department at (209) 228-2677. At the discretion of the Police and the Office of the Registrar, disclosure of a limited amount of information may be made available to appropriate parties in

connection with an emergency when the information is necessary to protect the health and safety of the student or other persons.

Under what circumstances am I allowed access to a student's file?

Instructors may have access to public information that the student has not restricted, and to confidential information for which the student has provided an appropriate written authorization, or under Legitimate Educational Interest/need to know basis. Faculty members may view their own course rosters and email addresses of students enrolled in their courses via CatCourses and BLink. CatCourses is UC Merced's learning management system, and BLink is a tool through the Office of the Registrar's website that allows instructors to view course rosters, course times, confirm grade change processing, and view other student and course-related information at:
http://registrar.ucmerced.edu/BLink.

Contact University Registrar Laurie Herbrand at lherbrand@ucmerced.edu for more information.

Can I get a list of the email addresses for the students in my class?

CatCourses has a built-in messaging system that allows instructors to email enrolled students, both as a group and individually. The student email addresses are pulled automatically from the campus directory. To comply with FERPA regulations, the student email addresses are suppressed in the outgoing message.
Instructors also have access via CatCourses and BLink to the email addresses of students enrolled in their classes. As instructors have a Legitimate Educational Interest in this information, you may email your students messages related to the course even if some of them have asked that their email addresses not be released. Please put the students' email addresses in the "Bcc" line (not the "To" line) of your message, so you will not inadvertently reveal their addresses.

Is it appropriate to send my students their grades via email?

If a student, whom you can positively identify, has submitted a written request (signed and dated) to you in person, authorizing you to send his/her grades electronically, you may do so to his/her UC Merced email account ONLY. Please inform the student that you will use only the official email address on record with the university, which you can get from CatCourses or BLink. If the student submits the request by email, the Office of the Registrar recommends that you not provide the grade electronically as it can be difficult to verify that the email really came from the student. To ensure confidentiality, instructors are encouraged to utilize CatCourses for grading whenever possible.

DEADLINES

What is the last day students can change their class schedules?

Deadlines vary by term. For Fall and Spring semesters, refer to the Office of the Registrar website for specific dates at: http://registrar.ucmerced.edu/schedules/deadlines.

For Summer Sessions, refer to: http://summersession.ucmerced.edu/.

Adding a course:

During the first week of instruction, students may add a course(s) online if space is available. During the second and third weeks of instruction, a student may add courses only with the permission of the instructor. After the third week of instruction, students may add a course only with the permission of both the instructor and the Dean of the School with which the student is affiliated. This requires a petition of academic policy (http://registrar.ucmerced.edu/policies/petition-academic-policy), and if approved, a fee will be assessed for adding a course after the third week. For more information on students adding, dropping and withdrawing from courses, please see the policies at: http://registrar.ucmerced.edu/policies/adddropwithdraw.

Dropping a course:

During the first three weeks of instruction, students may drop a course(s) without paying a fee and without further approval.

After the third week of instruction and until the end of the tenth week of instruction, a student may withdraw from a course for emergency reasons or for good cause with the signed approval of the instructor of record and confirmed by the Dean of the School with which the student is affiliated, provided:
(1) The student is not on special probation,
(2) Dropping the course would be to the educational benefit of the student and
(3) The student is not being investigated for academic dishonesty in that course.

Withdrawing between the 4th and 10th weeks will be approved only provided the student submits a withdrawal form including a written description of the special circumstances warranting this action; therefore, students should continue to attend the course until their withdraw request is approved.

For students withdrawing after the third week of instruction, a fee will be assessed and a "W" notation will be assigned by the Office of the Registrar and appear on the student's permanent transcript. Courses in which a "W" has been entered on a student's record carry no grade points, are not calculated in the grade point average, and will not be considered as courses attempted in assessing the student's progress to degree. Nevertheless, it is a marker used to indicate that the student was enrolled in the class beyond the third week of instruction. It does not indicate whether the student was passing or failing.

Changing grading options:

First week of instruction: Students may change grading options online for applicable courses.
Second week of instruction: Students may change grading options on *Add/Drop Form* with instructor signature.
Third week of instruction and beyond: Students may change grading options only with the approval of the Dean of the School using the *Add/Drop Form* and *Petition of Academic Policy Form*.

Please help us by reminding students to check and update their schedules early in the term. Lack of attendance or lack of knowledge about course enrollment does not constitute sufficient grounds for an exception to the deadline.

What are the dates of this semesters holidays?

All holidays for Fall and Spring Semesters are noted on the online campus Academic Calendar at:
http://registrar.ucmerced.edu/schedules/calendars.

All holidays for Summer are noted on the Summer Session website at:
http://summersession.ucmerced.edu/datesanddeadlines.

When do classes start next semester?

All information about semester start/end dates, holidays, and exams is noted on the campus Academic Calendar at:
http://registrar.ucmerced.edu/schedules/calendars.

Summer deadlines vary. Refer to the Office of the Registrar website for specific dates (http://registrar.ucmerced.edu/schedules/deadlines).

ENRICHMENT

How do I set up a basic course website?

CatCourses (UC Merced's version of Canvas) is UC Merced's learning management system, which automatically generates a basic site for every lecture course. Once assigned to a course as the instructor of record you may enhance your basic site with links to your photograph, personal web page, syllabus, office hours, etc. To review your course site(s), log in at:
https://catcourses.ucmerced.edu

the support hotline (844.329.3018) and Live Chat are available 24 hours a day, 7 days a week. Canvas online guides are available at:
https://community.canvaslms.com/community/answers/guides/

How can I learn more about using web-based instructional technology in my courses?

Information Technology's Classroom AV Support Unit offers orientation sessions to introduce faculty to the course website options available, training sessions to teach instructors the basic skills necessary to use course management tools, and consultations to work with instructors on individual solutions. For more information contact IT at: http://it.ucmerced.edu.

What is the process for visual and audio recording of my class, and making it available online?

In certain instances, Information Technology can work to produce live webcasts of selected courses. For more information contact IT at: helpdesk@ucmerced.edu.

How do I get a classroom with media equipment?

All classrooms are equipped with an A/V package designed to allow the instructor to project audio and video (DVD or computer images). If you do not have a laptop that can play DVDs or you need access to a VHS player, email IT at: helpdesk@ucmerced.edu.

What is the process for requesting digitized supplemental course materials from the library?

The Kolligian Library has a special page dedicated to digitizing course materials: http://library.ucmerced.edu/research/instructors/scr.

What additional services are available to Faculty through the library?

UC Merced Librarians can assist instructors with teaching research skills to students by providing in-person instruction, online tutorials, and custom research guides.

For more information visit their website at: http://library.ucmerced.edu/research/instructors/library-instruction-services.

How can I be sure that my undergraduates know how to use the library for research?

Encourage your undergraduates to be confident researchers by sending them to a library workshop. Better yet, ask a librarian to tailor a presentation to the exact needs of your class. Contact the library for more information at: library@ucmerced.edu.

What steps should I take if I want to co-teach with someone in another School?

You and your teaching partner need to talk to your Dean(s) about teaching load and possible compensation issues. Will you cross-list your course, that is, offer it for credit in two or more disciplines or Schools? If so, you may need special scheduling arrangements. If it is a new or cross-listed course, it will need to be approved by the appropriate School Faculty committees as well as Undergraduate Council (UGC) before the schedule of classes goes live.

Students tell me they need a sponsor for an internship, that the agency offering the position requires them to receive units as a condition of the internship. Should I sponsor them for units? Is it appropriate to enroll them in a 199 course?

Check with the SSHA Advising Office. There are some courses specifically designated for internships or experiential learning, and have special requirements for enrollment. These internship courses are numbered 092 & 192. A 199 course is usually reserved for independent study or research. More information about specific course descriptions are available through the following resources:

http://catalog.ucmerced.edu/
http://registrar.ucmerced.edu/forms
http://ssha-advising.ucmerced.edu/forms.

Students ask me, "What can I do with this degree?" I know about academia, but I'm not really familiar with the market experience of recent graduates. How can I help these students?

The UCM Center for Career & Professional Advancement offers services, including workshops, which give students an opportunity to hear from graduates in their field who have gone on to various sectors. For more information contact the UCM Center for Career & Professional Advancement at:
 http://hire.ucmerced.edu/.

How can I get undergraduates to assist me with my research?

Students normally enroll in a 195 course, usually called "Supervised Undergraduate Research," when assisting Faculty with research. In many instances, students also have the option to enroll in a section of 199 as they pursue research with Faculty. Remember that "Supervised Independent Study" courses (199) are intended for student-initiated research, so while the student project may be closely aligned to your research, the student goals should take precedence in the contract for 199 units. The *Independent Study Form* can be found online at:
http://registrar.ucmerced.edu/forms.

If you have funds to pay a student, please contact the Manager of Administrative Operations about the steps necessary to advertise and hire a student assistant.

A student approaches me with an interesting research project. How does he/she get units for the research?

Most disciplines offer a 199 course, usually called "Supervised Independent Study". This is appropriate for many projects but is available only on a P/NP basis. For more involved projects, where a letter grade would be appropriate, there are special research and/or senior thesis courses. Check with the Manager of Instructional Services or the course catalog for restrictions on enrollment in these courses at: http://catalog.ucmerced.edu/content.php?catoid=7&navoid=608.

The *Independent Study Form* can be found online at: http://registrar.ucmerced.edu/forms.

What is a Freshman Seminar? How do I offer one? (And why should I?)

A Freshman Seminar is a one-unit course, usually meeting 50 minutes per week and enrolling no more than 30 first-year students. The program enables meaningful contact between Faculty and freshmen and allows both to participate in the thoughtful exploration of a research topic. Contact the scheduling Faculty in your area for more information about offering a Freshman Seminar when the call for classes is sent.

How do I submit my course textbook/materials request?

Online forms for submitting course materials requests can be found at http://ssha.ucmerced.edu/instructionalservices. Your Instructional Services Staff will send you notification via email of deadlines for course materials requests. Please note that it is important to submit your requests no later than the deadline. Email ssha.curriculum@ucmerced.edu if you have any questions.

How do I connect to a network printer?

Directions for accessing departmental printers are available on the IT website: https://ucmerced.service-now.com/kb_view.do?sysparm_article=KB0010597.

How do I use the copy machines?

Directions for use of the copy machines are located in the Classroom and Office Building 3rd floor copy room (310), as well SSM 256B and SSM 350A. SSHA Instructional Services staff will provide you with your copy code via email before the beginning of the term. If you have questions about it or have forgotten your code, please email ssha.curriculum@ucmerced.edu.

ENROLLMENT

What do I do if a student attended class all semester and then I find out he/she is not enrolled?

Please check your course roster regularly, particularly during the first three weeks of instruction, and ask students to make necessary adjustments to their class schedules before the deadline. If you discover before the last day of instruction that a student is not properly enrolled, inform the student that he/she needs to talk to his/her Academic Advisor.

What do I do if a student's name doesn't appear on my CatCourses course roster?

If the student's name is not on my CatCourses course roster, the student is not enrolled in the course. Through week three, the student can enroll by filing the appropriate paperwork (see **DEADLINES**, p. 5). After week three, inform the student that he/she needs to go through the Petition of Academic Policy process. Please keep in mind that requests to add courses after the add/drop deadline are rarely approved. http://registrar.ucmerced.edu/policies/adddropwithdraw

What if a student wants to enroll in my class but it is closed? Can the student be placed on a waitlist?

UC Merced does not have any type of waitlist system for closed courses at this time. Students are encouraged to regularly check for available space on the Office of the Registrar's website. Various factors assist in delivering maximum enrollment of a course. Sometimes a course's max enrollment is less than the maximum fire and safety capacity of the classroom where the course is scheduled. While over enrollment is never encouraged in these instances, with the permission of the instructor, a student may place a request to be overenrolled into a course. Instructors are provided with a list of courses not eligible for over enrollment prior to the start of term. Students can obtain an Over Enrollment Request Form from the Instructor or by emailing ssha.curriculum@ucmerced.edu. Requests for over enrollment into eligible courses will be accepted and reviewed by the Office of Instructional Services beginning the first day of instruction. For more information, please contact the Course Scheduling Coordinator.

GRADES

What kind of Scantron forms can I use for exams?

SSHA has two different Scantron machines available for scoring. These machines accept Scantron Form No. 882-E or F-288-PAR-L and F-289-PAR-L (the latter two must be used together; F-288-PAR-L for the first assignment, and F-289-PAR-L for all subsequent assignments). At this time, SSHA is unable to provide complimentary Scantron forms to instructors. Forms are available for purchase at the Campus Store.

Instructions for how to use the Scantron machines are located in the Scantron room. The Scantron room is located in SSM (200), and can be accessed by SSHA instructors and TAs using their CatCards. For help scoring these forms or for questions about Scantrons, email ssha.curriculum@ucmerced.edu.

When should I assign an Incomplete grade? How do I determine whether or not an Incomplete grade is justified?

An Incomplete grade is given at your discretion. You may assign an Incomplete grade if the student's work in your course has been of passing quality but is incomplete for reasons beyond the student's control (e.g., sudden illness). A student should make prior arrangements with you concerning the Incomplete grade, as you may be required to specify the reason for the Incomplete grade. Please note that the appropriate paperwork must be submitted before the first day of the following semester or the student's Incomplete will turn into a failing grade. You can find the *Incomplete Grade Form* online at: http://registrar.ucmerced.edu/forms.

For more information about Incomplete grades, please refer to the General Catalog at: http://catalog.ucmerced.edu.

What happens when an Incomplete lapses?

Per the incomplete grade form, any Incomplete grade that has not been replaced before the deadline will, at that time, lapse to a grade of F (or NP if taken passed/not passed). After that time, but not retroactively, the grade is counted into the student's grade point average. Once the grade has lapsed, a student may be allowed to repeat the course under the repeat guidelines of the University (listed in the General Catalog at: http://catalog.ucmerced.edu/content.php?catoid=3&navoid=152).

How do I submit a grade when a student has finished an Incomplete?

Grade changes can be submitted using the online Grade Change Form at:
http://registrar.ucmerced.edu/grade-changes.

Forms can also be completed and submitted manually; if you would prefer this method, contact the Manager of Instructional Services or Course Scheduling Coordinator, who can provide you with the confidential form and envelope.

How much time are students given to make up an Incomplete?

For an Incomplete given in the fall semester, students have until the first day of classes the following fall to complete the work. For an Incomplete given in the spring or summer, students have until the first day of classes the following spring to complete the work.

Can a student remove an Incomplete by repeating the course?

No, a student cannot remove an Incomplete by repeating the course. If the student repeats the course the incomplete will lapse to an F or NP. A student should NOT enroll in a course in order to make up an Incomplete. He/she should arrange to audit the course informally if that is required in order to make-up missing work for the course. You can find more about auditing a course at:
http://catalog.ucmerced.edu/content.php?catoid=2&navoid=60.

What is the deadline for students who want to change their grading option?

Students may change their grading option from P/NP to letter grade during the enrollment period. No changes can be made after the first two weeks of classes without the approval of the appropriate Dean. Summer Session deadlines vary. The deadline dates are available on the Office of the Registrar website:
http://registrar.ucmerced.edu/schedules/deadlines.

What if a student wants to grieve a grade? What rights do students have? If it happens at the end of the semester, what grade do I assign? What are the procedures?

A student has a right to bring a grade grievance if he/she believes that "improper academic criteria" were used to evaluate his/her work. If a grade grievance comes at the end of the term, please assign the grade you believe is appropriate based on your grading policy and your evaluation of the work submitted by the student.

More commonly, a student will contest a grade based on academic grounds, i.e., he/she disagrees with the grade assigned. If a student has a grade grievance based on academic

criteria it is suggested that you either meet informally with the student to try to resolve the dispute or ask the student to address his/her concerns in writing. If you disagree with the student's challenge, you might offer to write a letter for the student's file describing in detail the reasons for the grade and any extenuating circumstances that may have influenced your grading. If a challenge arises, you can expedite its resolution by preparing a written description of course content, measures used to evaluate student performance, and a complete record of the individual student's work.

Grade changes can occur only as the result of clerical or procedural errors. Grade changes should not occur as result of a re-examination or the submission of additional work after the close of the term. We would encourage you to help students understand that academic integrity and fairness to other students in the course prevents you from re-evaluating their individual work with an eye towards a grade change. You are under no obligation to re-evaluate papers or exams except for clerical or procedural errors.

Clearly written grading policies on your syllabus will help to avoid grade disputes. Also, if you make changes to the written grading policy during the semester it is recommended that you put the changes in writing and distribute them to your students. Careful record keeping throughout the semester will help in any grade challenge.

For more information regarding grade appeals, visit:
http://registrar.ucmerced.edu/policies/grades#Appeals.

Under what circumstances should or may I change a grade that I already submitted? How do I do it? Is there a form to change a student's grade?

You may change a grade due to a clerical or procedural error. Grade changes may not be made on the basis of a reassessment of the quality of the student's work. Grade changes can be submitted using the online Grade Change Form at:
http://registrar.ucmerced.edu/grade-changes.

Forms can also be completed and submitted manually; if you would prefer this method, contact the Manager of Instructional Services, who can provide you with the confidential form and envelope.

What do I do if a student comes to me with a complaint about the grade a TA assigned?

If you are the instructor of record for the course, you must be involved in the grade appeal. Grade grievances can be submitted by a student if he/she feels that issues such as race, politics, religion, sex or sexual harassment affected the grade or if his/her work was evaluated by other criteria that did not directly reflect the student's performance of the course requirements. More commonly students will challenge a grade based on academic grounds. Please refer to the question "**What if a student wants to grieve a grade?**" (p. 13) for further information on grade grievance procedures.

Can I let the TA decide on a contested grade?

As the instructor of record you should be involved in any grade disputes. Remember that grades are to be adjusted only to correct errors in procedures or clerical mishaps, not due to a re-evaluation of the student's work. Whether you determined the final grade or not, any grade dispute in a course for which you are the instructor of record does involve you.

Do I have to give all students, even the ones taking the course P/NP or S/NS a letter grade?

Yes. If a student chooses to take a course P/NP or S/NS he/she will still need to be assigned a letter grade and the grading system will convert the grade. However, if the course is a P/NP option or S/NS option only, the grading system will only allow you to enter P/NP or S/NS grades. If a student is taking a course P/NP, the calculated grade in CatCourses will need to be replaced using the Mid/Final grades tool. The calculated grade will show as a letter grade, but the instructor is required to enter an override grade that matches whatever the grade type is (P/NP) before the system will allow it to be submitted.

What is the lowest passing grade for a student taking my course P/NP?

A student must receive a C – or better to qualify for a Pass grade.

When should or may I assign a No Report (NR) grade?

Please do not assign a No Report grade under any circumstances. This designation is reserved for the Registrar only; it's used to note that the instructor for this course did not submit a grade. It should not be used in lieu of assigning a grade. Please assign an F or NP grade if the student has not attended your class nor turned in assignments. An F or NP grade will not penalize students who have dropped the course by the add/drop deadline of the semester or have withdrawn from the University.

This student was never in my class. What grade should I assign?

It is likely that the student intended to drop the course and did not do so in the appropriate timeframe. Please assign the student a failing grade. An F or NP grade will not penalize a student who has dropped the course by the add/drop deadline or withdrawn from the University.

What constitutes failing a course? If a student fails a course, when can he/she repeat the course?

A grade of F is a failing grade. Grades of D, D+ or D- are given unit credit towards graduation. A student may repeat the course whether he/she received a D or F, following the repeat guidelines of the University listed in the General Catalog. The General Catalog describes the grading policy:
http://catalog.ucmerced.edu/content.php?catoid=2&navoid=60#Grades__Progress_To_Degree_And_Dismissal.

Is it in the student's best interest to assign an F instead of a D?

You are not necessarily doing the student a favor by assigning an F rather than a D grade. A grade of D is considered a passing grade and the student will receive unit credit towards his or her degree while a grade of F is a failing grade and carries no unit credit. A student may repeat the course whether he/she received a D or F, following the repeat guidelines of the University listed in the General Catalog at:
http://catalog.ucmerced.edu/content.php?catoid=3&navoid=152.

When the student repeats a course, the grade received in the course the second time will replace the original grade in the calculation of the student's grade point average. In effect, the GPA will reflect the most recent grade. Whether the student received a D or F, if he/she repeats the course and does better the second time, he/she will improve their GPA. A student can repeat up to 16 units to improve his/her GPA in this manner. For additional courses repeated after the 16 units the two grades will be averaged together.

The student hasn't turned in their final paper yet. How can I give him/her a final grade?

If the student did not take the final exam, but has completed other work for the class, please assign the student a grade based on the work completed, averaged in with the F for the missed final exam. If there are extenuating circumstances for this student, it is the student's responsibility to contact you regarding the missed final. You are under no obligation to assign an Incomplete grade and are encouraged not to do so unless you have spoken with the student and determined that this is the appropriate course of action.

If, after grades are submitted to the Registrar, you determine that the student's failure to submit the paper was due to circumstances beyond the student's control you can submit an *Incomplete Grade Request Form* to the Office of the Registrar at: (http://registrar.ucmerced.edu/forms)

Are there guidelines for assigning grades?

There are no campus-wide standards. In large lecture courses, however, instructors are expected to help section or lab leaders reach a consensus about grading as well as policies on such things as late assignments and student requests to submit revised work or earn extra credit. Within reasonable limits, the way of assessing the quality of students' performance in a course and the guidelines for assigning grades in a course are determined by the instructor in accordance with School practices.

What happens if I turn in my grades after the deadline?

If grades are turned in after the grade processing is complete, the delay may affect the student's academic status. If you know you will not be able to make the deadline, you MUST contact the SSHA Manager of Instructional Services as soon as possible. Furthermore, course evaluation results are delayed until all final grades are submitted. The Office of the Registrar will not accept class lists with grades or memos for an entire course from an instructor who did not submit grades via CatCourses. Instructors are required to submit a Grade Change Form for each student whose grade is not processed electronically. Grade changes can be submitted using the online Grade Change Form at: http://registrar.ucmerced.edu/grade-changes.

Forms can also be completed and submitted manually; if you would prefer this method, contact the Manager of Instructional Services, who can provide you with the confidential forms and envelopes.

What do I report in CatCourses if a student stopped attending class or did not take the final exam?

If the student stopped attending the course at some point during the semester it is possible that he/she has dropped the course. Students are not required to inform you that they are dropping your course. If the student's name appears on your final electronic or paper course report you should assign whatever grade is appropriate for the student based on work completed (if any) and on all assignments, tests, etc. that were missed. Please remember that an F grade will not penalize a student who has dropped the course by the add/drop deadline or withdrawn from the University.

If the student did not take the final exam, but has completed other work for the class, again please assign the student a grade based on the work completed, averaged in with the F for the missed final exam. If there are extenuating circumstances for this student, it is the student's responsibility to contact you regarding the missed final. You are under no obligation to assign an Incomplete grade and are encouraged not to do so unless you have spoken with the student and determined that this is the appropriate course of action.

When are grades due?

Grades are normally due 3 business days after the last final exam in the final exam schedule. Please consult the published final exam schedule on the Office of the Registrar's website at: http://registrar.ucmerced.edu/schedules/exams. Mid-semester and final grade deadlines can be found here:
http://registrar.ucmerced.edu/grade-deadlines.

What is the purpose of mid-semester grades? Do I have to turn them in? What if I haven't given a midterm or graded any assignments yet?

Mid-semester grades provide students in lower division courses (000-099) with early feedback (both positive and negative) about their academic performance. Mid-semester grades provide an opportunity for students to receive positive reinforcement and motivation if they are doing well, and to identify the courses in which they are struggling. Mid-semester grades are reported at the end of the eighth week of the semester for all lower division courses. Mid-semester grades **are not** required for upper division or Graduate level courses. All grades are submitted as letter grades for letter-graded courses (regardless of whether the student has elected to take the course as P/NP). If a course is P/NP only, all grades will be submitted as P/NP. Mid-semester grades are notational grades which are used to help ensure the academic success of UC Merced students in lower division courses. These grades are not recorded in any permanent record or on a student's academic transcript. Mid-semester and final grade deadlines can be found here: http://registrar.ucmerced.edu/grade-deadlines.

Why do I need to submit mid-semester grades?

Mid-semester grades are mandated for all lower-division courses (000-099). Mid-semester grades are used to alert a student to academic difficulty. The Bright Success Center and the individual Schools are informed when a student is struggling. It is important that mid-semester grades be submitted on time so that students earning a D+ or lower receive on-time notifications regarding the workshops they will need to attend. Your participation in this process allows the Bright Success Center to reach out to students who are having difficulties.

How do I submit my students' mid-semester grades electronically?

Mid-semester grades are assigned in CatCourses for fall and spring during the eighth week of the semester. The Office of the Registrar and SSHA Instructional Services will send reminders of when the grading system is open, but this information is also available if you select the "Mid/Final Grades" tab in CatCourses. SSHA should then send notification that you can submit semester grades. The actual process for assigning semester grades is the same as assigning final grades.

What do I do if I don't like the date set for my final exam?

The date and time of final exams are based on the day and time your course is offered. Talk to your Course Scheduling Coordinator about your needs before the Schedule of Classes is finalized. If you would like to change your exam date, after the schedule is set, it will require review by the Instructional Services office to ensure minimal conflicts for currently enrolled students. If you would like to change your exam date after the semester begins, you are required to get written approval from all students in the class before your request is reviewed by the Dean's Office.

How do I respond to a student who would like to take my final at a time different from the one listed?

Except for students who are registered with the Disability Services Center (DSC) and who have been approved by the DSC for such accommodations, you are under no obligation to offer an alternative to the final exam period listed on the Schedule of Classes. If you wish to offer an exam at an alternate time you will be responsible for finding a location and appropriate supervision for the exam. Check with your Instructional Services Staff to see if such options are available. If the student has a DSC recommendation for either extended time or a different location, the DSC Program Specialist for that student can provide necessary location and proctoring services. The student must make prior arrangements with both you and his/her DSC specialist for test accommodations. For more information, please refer to the DSC website: http://disability.ucmerced.edu.

A student says that the final exam day is a religious holiday. For which religious holidays should I make accommodations?

UC Merced seeks to accommodate any student who, in observance of a religious creed, encounters an unavoidable conflict with an examination schedule. In order to request accommodation, the student is responsible for providing, in writing and at the beginning of the semester, notification of a potential conflict to the individual responsible for administering the examination. Instructors will consider such requests on a case-by-case basis and determine whether such conflicts can be resolved without imposing on the instructor or the other students in the class an undue hardship that cannot be reasonably avoided. If so, the instructor will determine, in consultation with the student, a time during which the student can take the examination without incurring a penalty or violation of the student's religious creed.

Are instructors required to keep final exams and grading records? For how long?

Instructors may opt either to return final exams (or copies of them) to students or to retain them. If final exams are not returned, then instructors should retain final exams for thirteen months after the final exam date. Grading records play a very important role in a dispute or challenge, should one arise. Since students have one semester after the completion of a course to file a grade grievance (http://registrar.ucmerced.edu/policies/grades#Grades), it is recommended that records be saved for the same 13 month period as recommended for final exams.

Can I assign a final exam or course assignment to be due after my scheduled final exam date?

All due dates for course assignments and or exams must be scheduled no later than the course's scheduled final exam date and indicated in your course syllabus. If there is no final exam period scheduled, any final exam or assignment must be clearly outlined in the course syllabus.

Course Evaluations

How are course evaluations conducted?

Course evaluations are conducted online using a software called Class Climate. Online evaluations are scheduled and accessible for a pre-determined period of time. During this time, students receive one email, generated by Class Climate, with password-protected links for all of their SSHA courses. The course and instructor name are provided with each link to prevent confusion.

Students will receive automated reminders, frequently throughout survey period (with additional reminders toward the end of the period, if necessary) if they have outstanding course evaluations.

When are course evaluations conducted?

Course evaluation periods begin during the last two weeks of instruction and end the day prior to the first day of scheduled finals.

Is there a way for me to know what response rates are during the course evaluation period?

Instructors receive two automated notifications from Class Climate throughout the survey period. If their course evaluation response is below 50%. Additionally, instructors can request more frequent updates by contacting ssha.curriculum@ucmerced.edu.

When and how will I receive my course evaluations results?

Course evaluations are distributed to instructors once all final grades for SSHA courses have been submitted. Instructors will receive one email, generated by Class Climate, containing all respective course evaluations for the term. Please note that course evaluations will not be distributed until all final grades are submitted.

Will I be able to see student names with each evaluation?

All course evaluations are conducted anonymously. Additionally, in an effort to preserve the integrity and anonymity of the Course Evaluation Process, effective Summer 2015, SSHA courses with enrollments of **4 or fewer** are no longer evaluated.

What can I expect in my course evaluation result data?

Course evaluation result reports include both the instructors' overall average rating as well as a comparative line of SSHA's overall average rating for the concurrent term.

Can I access my past course evaluation reports?

Instructors can request a copy of their past course evaluation(s) by submitting the Past Course Evaluation Request Form, found at the following link: http://ssha.ucmerced.edu/PastCourseEvaluationRequest.

UC MERCED
UNIVERSITY OF CALIFORNIA, MERCED

Mark as shown: ☐ ☒ ☐ ☐ ☐ Please use a ball-point pen or a thin felt tip. This form will be processed automatically.
Correction: ☐ ■ ☐ ☒ ☐ Please follow the examples shown on the left hand side to help optimize the reading results.

1. Academic Program Information:

1.1 Please indicate how this course fits in with your academic program. It is:
☐ in my major ☐ in my minor ☐ a general education requirement

☐ an elective ☐ other

2. Instructor and Course Questions:

		strongly disagree	disagree	somewhat disagree	neither agree or disagree	somewhat agree	agree	strongly agree	not applicable
2.1	This instructor was effective overall.	☐	☐	☐	☐	☐	☐	☐	☐
2.2	The instructor's explanations were clear.	☐	☐	☐	☐	☐	☐	☐	☐
2.3	In this class, I was treated with respect.	☐	☐	☐	☐	☐	☐	☐	☐
2.4	Materials used in this course (text, readings, notes, websites, etc.) were useful.	☐	☐	☐	☐	☐	☐	☐	☐
2.5	Assigned work was valuable to my learning.	☐	☐	☐	☐	☐	☐	☐	☐
2.6	This class was well organized.	☐	☐	☐	☐	☐	☐	☐	☐
2.7	I knew what was expected of me in this class.	☐	☐	☐	☐	☐	☐	☐	☐
2.8	The instructor was well prepared for class.	☐	☐	☐	☐	☐	☐	☐	☐
2.9	There was sufficient time in class for questions and discussion.	☐	☐	☐	☐	☐	☐	☐	☐
2.10	The instructor displayed enthusiasm for the subject matter.	☐	☐	☐	☐	☐	☐	☐	☐
2.11	Methods of evaluation in this course were fair.	☐	☐	☐	☐	☐	☐	☐	☐
2.12	Feedback on my work was valuable to my learning.	☐	☐	☐	☐	☐	☐	☐	☐
2.13	The instructor was available for consultation outside class.	☐	☐	☐	☐	☐	☐	☐	☐
2.14	I learned a great deal in this course.	☐	☐	☐	☐	☐	☐	☐	☐

Please continue on the back.
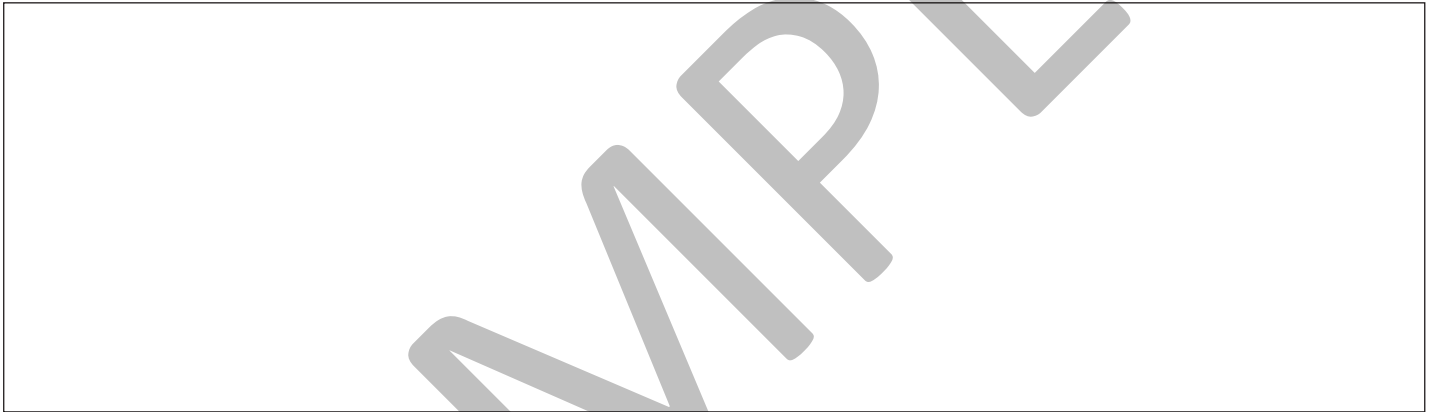
3. Open Response Questions:

3.1 What do you like most about the course and instructor?

3.2 What could the instructor do to improve the course, if anything?

3.3 Other comments or suggestions.

Thank you for your participation.

SPECIAL ARRANGEMENTS

A student with a disability is enrolled in my class. What adjustments or other accommodations should I make?

Providing accommodations for students with disabilities is a shared responsibility between the student, Disability Services, and the faculty or School. DSC will make sure that a student is entitled to accommodations in your class, and perform the professional assessment of what those accommodations should be. For more information, please refer to the DSC website: http://disability.ucmerced.edu

What if I am concerned about, or object to, a recommendation in DSC's letter of accommodation?

If you are concerned that the recommendation is not appropriate for your particular class, then you should contact the DSC Advisor. The Disability Services Center advisors know that their recommendations can occasionally inadvertently compromise the purposes or standards of a class, and are prepared to discuss such concerns with you.

The goal is to find a way to accommodate the student in a manner that does not fundamentally alter the essential performance standards of your class. If there is an unresolved disagreement after a good-faith effort, there is a process for pursuing the matter. Note, however, that the DSC Advisor's recommendations must be followed until they are overturned or modified. For more information, please refer to the DSC website: http://disability.ucmerced.edu

How do I obtain exam room and proctoring assistance for a student registered with DSC?

If a TA is assigned to one of your courses, they should be your primary resource for proctoring assistance. If you do not have a TA, please contact the Disability Services Center at disabilityservices@ucmerced.edu.

How far in advance must students with disabilities inform an instructor about needed accommodations?

Students who work with the Disability Services Center are strongly urged to communicate with instructors as soon as possible. However, the University must make every feasible effort to accommodate students regardless of the notice. A specific answer to this question would need to be given in the context of the necessary accommodation. For example, a student who has a vision impairment may need to use a dark pen and write in large print. Perhaps he/she will need to write the short answers on a separate sheet of paper instead of in the blank spaces on the test document itself. This accommodation does not require any advance preparation, so not much advance notice may be needed. On the other hand, if a student's accommodation requires the arrangement of a separate, quiet room, a proctor, or both, then more notice is needed. For such matters, especially when a proctor must be arranged, it is reasonable to expect advance notice of three to five working days prior to when the accommodations are necessary.

What can I do to help prevent problems related to students with disabilities in my classes?

Students are responsible for making their disability-related accommodation needs known to you in a timely fashion. You can facilitate this process by including a statement on your syllabus that invites students with disabilities to meet with you to discuss their needs. Below is an example of a syllabus statement:

"Any student who feels he or she may need an accommodation based on the impact of a disability should contact me privately to discuss his or her specific needs. Also contact the Disability Services Center at (209) 228-6996 as soon as possible to better ensure accommodations are implemented in a timely fashion."

STUDENT CONDUCT

What are a faculty member's best resources in cases of academic dishonesty?

Academic dishonesty strikes at the heart of a University's function and self-definition. When you suspect academic dishonesty, it is your obligation to investigate and, if suspicions are confirmed, confront the student with the fact and determine an appropriate penalty. The Office of Student Conduct may be of assistance at such times. At the request of the instructor, Office of Student Conduct will investigate and help resolve suspected violations of the Code of Student Conduct, including both academic and non-academic issues. Even if you don't engage Office of Student Conduct to help you resolve a violation, you are encouraged to report cases of academic dishonesty to Office of Student Conduct so that its files will be as complete as possible.
http://studentlife.ucmerced.edu/files/page/documents/facultyreportform.pdf

What steps can I take to prevent academic dishonesty?

1. Inform students of academic standards for scholarship and conduct;
2. Explain how cheating harms students and describe campus sanctions;
3. Minimize the opportunities for cheating and plagiarism;
4. Take visible actions to detect dishonesty so that students know you will not tolerate cheating;
5. Respond swiftly with disciplinary measures if cheating occurs.

What is plagiarism?

All written work submitted for a course, except for acknowledged quotations, must be expressed in the student's own words. It must also be constructed upon a plan of the student's own devising. Work copied without acknowledgement from a book, from another student's paper, from the internet, or from any other source is plagiarized. Plagiarism can range from wholesale copying of passages from another's work to using the views, opinions, and insights of another without acknowledgement, to paraphrasing another person's original phrases without acknowledgement.

What is the penalty for plagiarism?

The submission of such work will, under University rules, render the offending student subject to an F grade for the work in question or for the entire course, at the discretion of the instructor, and will also make the student liable for referral to SJA.

What steps can I take to help prevent plagiarism?

1. Clarify the distinctions between plagiarism, paraphrasing and direct citation;
2. Ask students to seek permission before resubmitting previous academic work to you;
3. Change your paper topics and exam questions as often as is practical;
4. Request that students submit rough drafts before or along with final versions of papers;
5. Assign a variety of short in-class papers during the term;
6. Utilize an online anti-plagiarism program such as http://turnitin.com for checking student work. For questions about access and this process contact the Instructional Services Assistant or the Manager of Instructional Services.

Should I confront a student whom I suspect of plagiarism?

If possible, yes. Students who have plagiarized often confess when the evidence is clear, or after judicious questioning about their topic, style, etc. If you feel threatened or for some other reason uncomfortable, refer the matter to the Office of Student Judicial Affairs (SJA) at:
http://studentlife.ucmerced.edu/content/disciplinary-process.

What if I strongly suspect but have not proved plagiarism?

You may not lower a grade or fail a student on a suspicion of plagiarism.

What if plagiarism exists and the instructor is a Graduate Student?

The TA is no different from any other instructor and may follow the course of action outlined above, including referral of an uncertain case.

What can I do to stop a student from disrupting class?

If the disruption is non-threatening, try to meet privately with the student to review what is and is not acceptable behavior. Document all contacts with the student, including dates, times, and locations when incidents occurred, and your response. It is your right to expel a disruptive student from your classroom—but only for that day's session. He/she has the right to return to class the following day, and may remain so long as the disruptive behavior is not repeated. If it is, the instructor should contact Office of Student Judicial Affairs, which can coordinate campus-wide resources to assist the instructor and the student.

If the student exhibits threatening behavior towards you or other members of the class, call the UC Merced Police Department at (209) 228-2677.

School of Social Sciences, Humanities and Arts Printer/Copier/Scantron Quick Guide

Where are the SSHA copy machines/printers located?

- COB2 215
- COB2 399
- SSM 256B
- SSM 350A

Do I need a code to use the copiers?
- Copy codes are assigned to each bylaw-unit. SSHA Operations emails the codes to instructors only, respectively, prior to the start of term. *The location of each assignment is based on the office location of the primary instructor. If you would like your TA to assist you with making copies, please share your copy code with them as SSHA will not provide copy codes to TAs.*

Can graduate students (in their role as a grad student) print or copy their personal study-related materials free of charge?
- SSHA does not offer this service to graduate students. The only copies that may be made on designated copy machines are instructional copies for the courses in which a graduate student is serving as a TA.

What are Scantron forms used for?
- Scantron forms are used for multiple choice responses for assignments, usually exams or quizzes.

Does SSHA provide instructors and TAs with complimentary Scantron forms?
- SSHA does not offer complimentary Scantron forms. SSHA recommends the Scantron machine that processes red forms for instructors who do not wish to purchase forms, as answer keys and reports can be processed without forms on this machine. If instructors would like to purchase test or enrollment forms, they are available at the Campus Store.

Who can use the SSHA Scantron machines?
- SSHA has two machines, one for red forms and one for green forms, designated only for use by SSHA faculty, lecturers and TAs, who can access the room by using their Cat Card. Undergraduate Course Readers may not have access to the Scantron room.

Where are the SSHA Scantron machines located?
- COB2 215.

What is the difference between the machines? Which one should I use?
- One machine scans green forms, and the other scans red forms. The machine that scans green forms simply scans and grades the assignments. The machine that scans red forms is connected to a computer, and uses ParScore software, which tracks data and student results for each course.

How do I use the machines?
- Instructions are located in the Scantron Machine Room (COB2 215). Instructors will receive an email with available training dates before the beginning of each term. Individual trainings are also available by appointment throughout the semester, and can be scheduled in advance by emailing ssha.curriculum@ucmerced.edu.

School of Social Sciences, Humanities and Arts

Quick Guide to Printers–Copiers–Scantron Machines

FALL 2017

SSHA Printers/Copiers

‣ Copy Codes
  ◦ Assigned to each bylaw unit before the beginning of each term
  ◦ Assignments based on office location
  ◦ Emailed to primary instructor
  ◦ Contact your supervising faculty/lecturer for information about codes, locations, and allotment
  ◦ SSHA will not provide copy code information to TAs unless directly requested by the primary instructor
  ◦ Copiers are not for personal use

Locations of SSHA Printers/Copiers

‣ COB2 215
‣ COB2 399
‣ SSM 256B
‣ SSM 350A

SSHA Scantron Machines

‣ Scantron forms are used for multiple choice responses for assignments, usually exams or quizzes
‣ SSHA has two machines, designated only for use by SSHA faculty, lecturers and TAs
‣ Accessible by CatCard only
‣ Undergraduate Course Readers may not have access to the Scantron room
‣ Located in COB2 215

SSHA Scantron Machines

‣ Instructions located in the Scantron Machine Room
‣ Instructors and TAs will be emailed before beginning of each term to sign up for trainings
‣ Training by appointment throughout the semester
‣ Contact ssha.curriculum@ucmerced.edu

Scantron Machine for Green Forms

‣ Form No. 882-E
‣ Grades assignments quickly
‣ Marks wrong responses w/ option to list correct responses
‣ Instructions available on machine

Scantron Machine for Red Forms

▸ Connected to computer, works with ParScore software to track data and student results by course
▸ Requires user name and password, assigned to primary instructor
▸ Instructions available at computer in COB2 215
▸ Two red forms:
  ◦ F-288-PAR-L (for first assignments)
  ◦ F-289-PAR-L (for all other assignments)
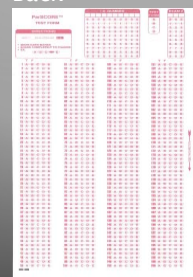
F-288-PAR-L:Student Enrollment Sheet
*Recommended for use with first assignment
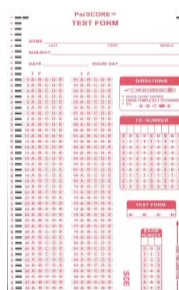
▸ Front   ▸ Back

F-289-PAR-L:Test Form
For use with all other assignments

Importing Grades from ParScore to CatCourses

▸ Instructors can request to have their course roster uploaded into ParScore
▸ This roster allows grades to be exported from ParScore and imported into CatCourses
▸ Instructions for this process are available in COB2 215
▸ Instructors can request this service at ssha.curriculum@ucmerced.edu

Questions and Assistance

▸ Contact SSHA Instructional Services for assistance or technical difficulties with Scantron machines
▸ Contact information posted in COB2 215
▸ ssha.curriculum@ucmerced.edu

Scantron Machines: Instructions

Scantron Machine 88p+
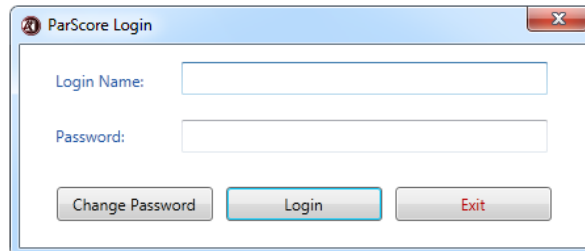
Scantron Form 882-E (Green)
- Step 1 – Mark the answer key
  - Mark the key using the same form marked by students
  - Find the *key marking row* directly above question 1
  - Mark the scoring option that you prefer
  - Mark the correct answer to each question
- Step 2 – Score the test
  - Turn the Scantron machine on using the power switch located on the back right side of the machine
  - Press *Start*
  - Feed the answer key
  - Feed the tests *one at a time*
  - Turn the machine off

Scantron Machine OpScan 4ES Scanner
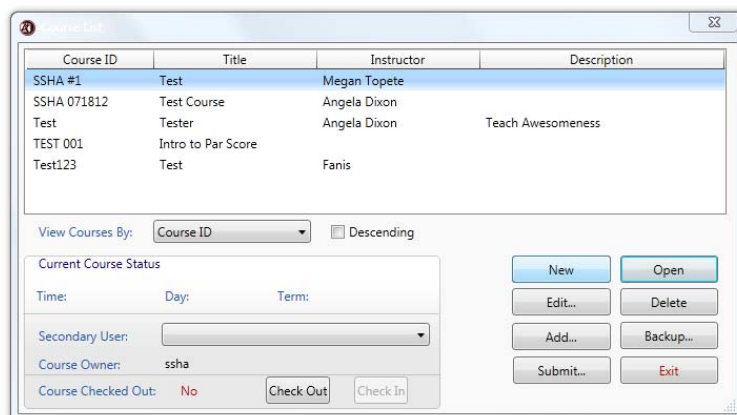
Scantron Form F-288-PAR-L (Red Enrollment Form) and F-289-PAR-L (Red Form)
- Turn on both Scantron machine and computer
- Enter "ucmuser" – no password is required
- Double click the desktop program "ParScore"
- Enter your Login Name and password; both are the first letter of your first name and your entire last name
- Select "Login"

- Creating A New Course
  - Select "New" from the Course List screen

- o Enter the (required)Information for the Course Setup
  - Instructor (20 characters) Optional
  - Course ID # (15 characters) Required
  - Course Title (20 characters) Required
  - Description (30 characters) Optional
  - Time (10 characters) Optional
  - Day (5 characters) Optional
  - Term (10 characters) Optional

- o Select "OK" when finished
- o You will be returned to the Course List screen

- Opening a Course
    - Select the course for which you wish to score an assignment
    - EITHER: Select the "Open" button OR: Double click the course. If the second option is selected, the "Course Backup Options" box will appear. With this box, you can create a password to back up your files onto your flash drive, or press cancel to continue. Please note that it is recommended that you back up your course information regularly and store it on a flash drive, as we will periodically clear the desktop of all files
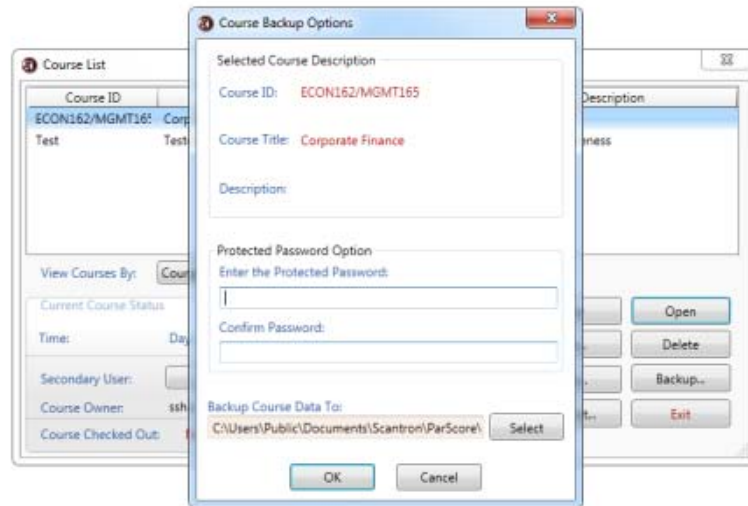
- Adding Score Columns
    - From the "Roster" tab, select the "Create Score Columns" icon on the tool bar

- You have the option of setting up all of your tests, quizzes, midterms, and other assignments at this time. You can also set them up individually. **Please note, "No. of Columns" = number of assignments**. The program will create one column for each assignment. If you wish to do your assignments individually, enter "1" under "No. of Columns" beside the type of assignment you are scoring. Enter the total value of the assignment
    - Select "Add" when finished

- Student Enrollment

In order for ParScore to score a Scantron, it needs to have Enrollment Records for each student. The easiest way to create your student list is to use the Red Enrollment Form (**Scantron Form F-288-PAR-L**). Use this form for your first assignment, and follow the instructions for scanning in the "Scoring" section below, and be sure to select "Auto Enrollment" in your scoring options. If a student misses the first assignment, or you need to add a student later, you can enter their names manually. When you scan their test later, ParScore will not recognize the name or student ID, and will prompt you to add the student to the course manually

- Adding the Answer Key
    - Select the "Keys" tab
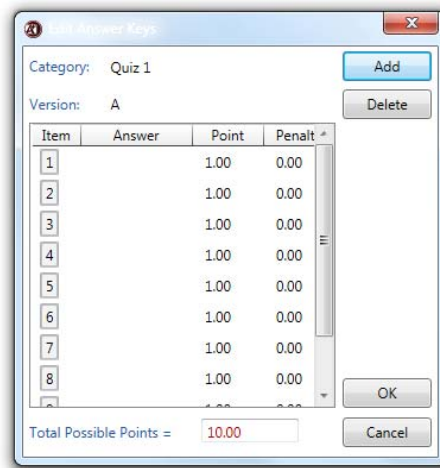   - Select the Category for the Answer Key you are adding (located on the right hand side of the screen)

- o Make sure you have the correct answers and Test Form field (A, B, C, or D) marked. The test form indicates the version of the Answer Key. If you only have one version, be sure that only Version A is selected, and other versions are removed. **Please note: "Subjective Score" is only for essay points. "Subjective Score" should be blank, as we do not use forms with essay options. Any number besides '0' in the "Subjective Score" section will cause inconsistencies with the grades, both on the test form and in the results**
  - ▪ Scanning the Key
    - • Select the "Scan Keys" button (located at the bottom right side of the screen)

  - • ParScore will display an Edit screen for anything found invalid on the key. Select "End" when finished, on your Scanner's LCD window
  - ▪ Entering the Key Manually
    - • Select the "Edit Answer Keys" icon in the upper right corner
    - • Select "Add"
    - • Enter the number of questions, select "OK"

- Enter each answer manually
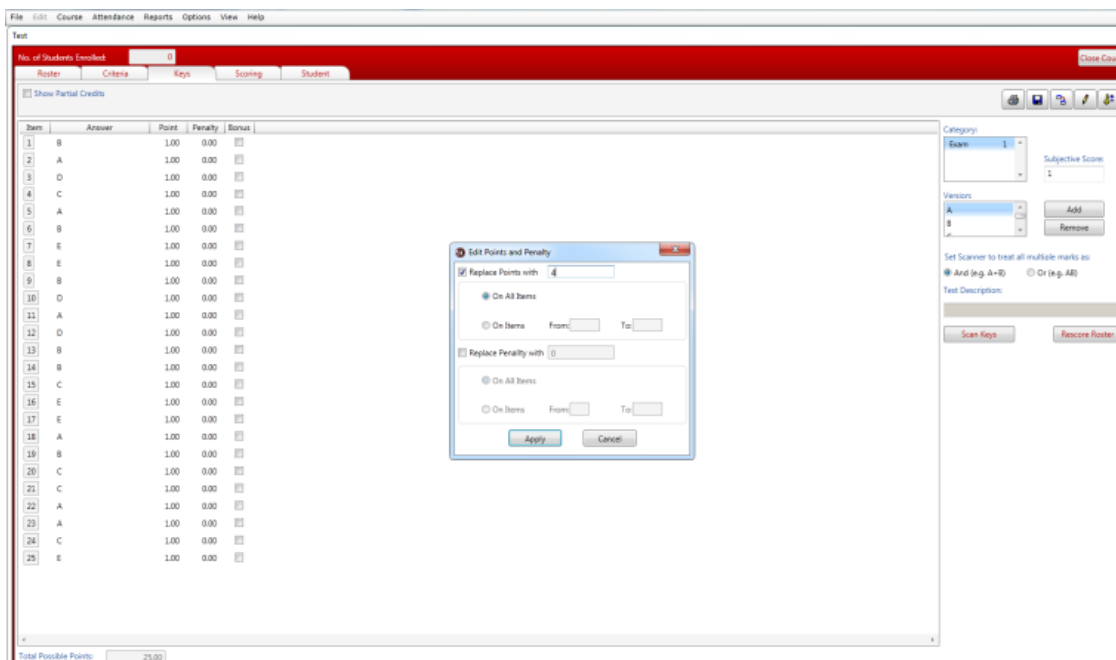
- o **NOTE: If you would like to change the point value for any/all questions you can adjust them individually under the "Point" column OR you can change them using the "Edit" icon**

- o Select "Apply" when finished

o The new values of each question will appear

- **Scoring the Tests**
  o Select the "Scoring" tab

  o Select the Category that matches the test you are scoring. Select the "scoring options," (which include inspect multiple marks, inspect omitted marks, print date on form, print raw score, print total score, etc)
  o Place forms to be scored/scanned on the Scantron feeder tray
  o Select the "Score" button to begin the scanning process
  o During scanning, an "Edit" box will be displayed for anything found incorrect on the form(s), including students who are not yet enrolled in the course or incorrect student ID numbers. It will offer you the chance to correct the errors. Press the "End" button on the screen to complete the process
  o For multiple batches, load another stack of forms after the previous has completed scanning; then press "START" on the Scantron machine
  o Once all forms have been scanned, select "END" on the screen
  o Select the "Roster" tab to view the results

- **Printing Results**
  - Select the "Reports" pull-down menu
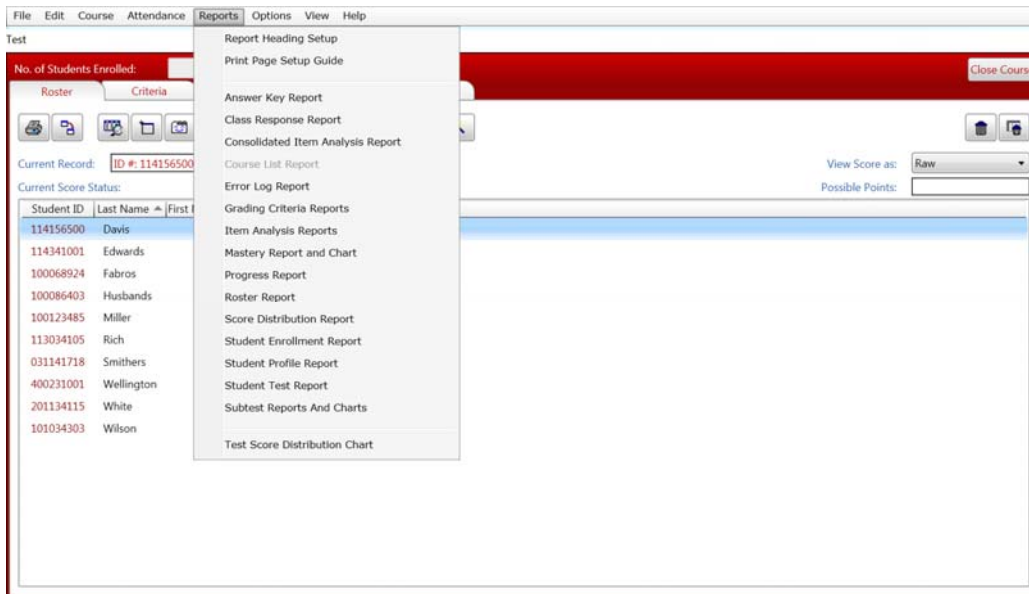
  - Select the report(s) you want to print or preview (See documents in SSM 200 for samples of reports)

- **Exporting Test Results**
  - Select the "Options" pull-down menu
  - Select "Export Wizard"
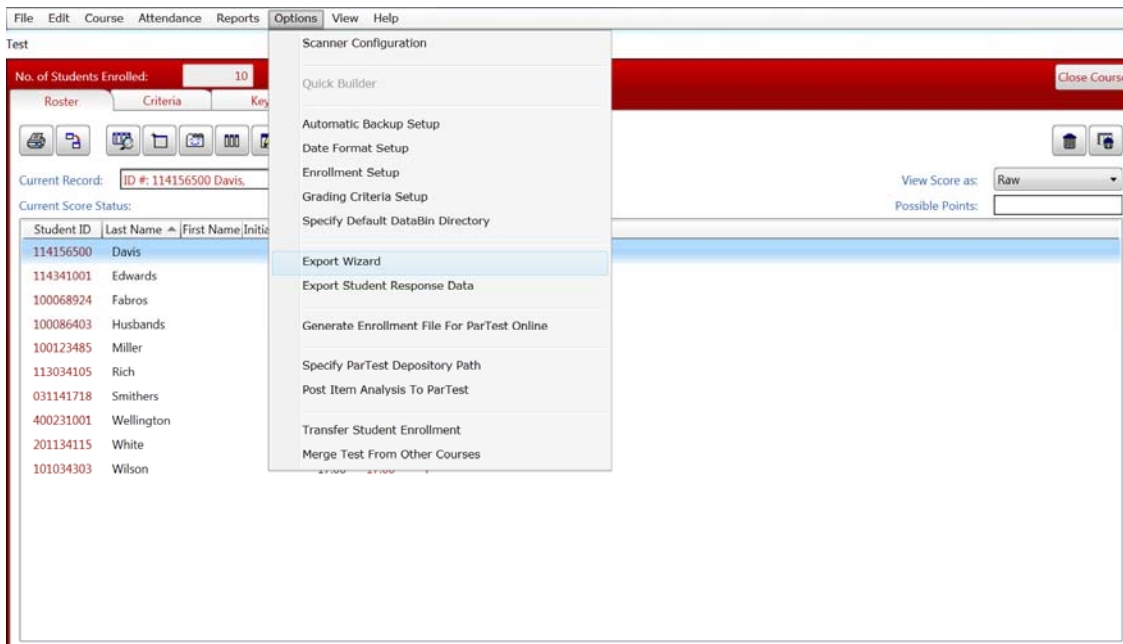
- Select the "Delimited with COMMA (CSV)" for the File Type, then select "Export" to save as a CSV to your flash drive
- Select the information you want exported (recommended: last/first name, student id, score). Hold Ctrl Button down on the keyboard to make multiple selections
- Again, please note that it is recommended that you back up your course information regularly and store it on a flash drive, as we will periodically clear the desktop of all files
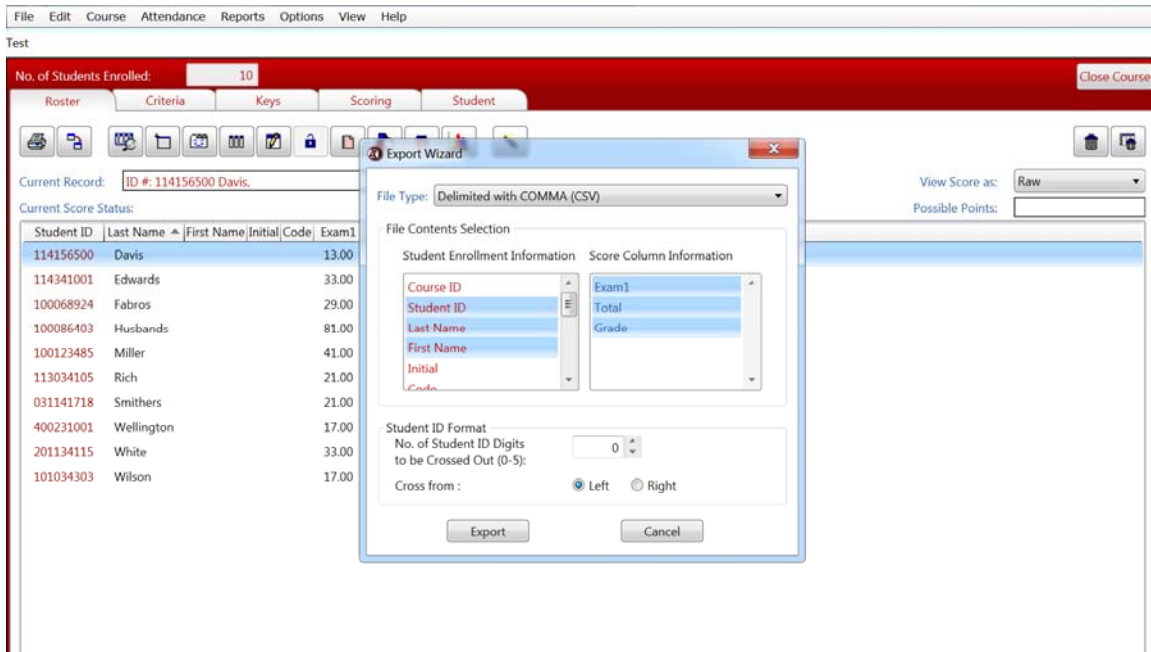
**Please save documents on a flash drive, or send them to yourself in an email, as documents on the desktop will be deleted periodically.

<u>**Uploading ParScore Grades in CatCourses**</u>

1. Grade assignments in ParScore according the standard instructions (using either the F-288-PAR-L or F-289-PAR-L forms)
2. Export the data from ParScore into a **.csv file** (e.g. export.csv)
   a. Select "Options" in the ParScore Menu and then click on "Export Wizard" and select the following fields: Last Name, Optional1, [Assignment Name] (e.g. Quiz 1, Exam 1, Midterm 1, etc.)
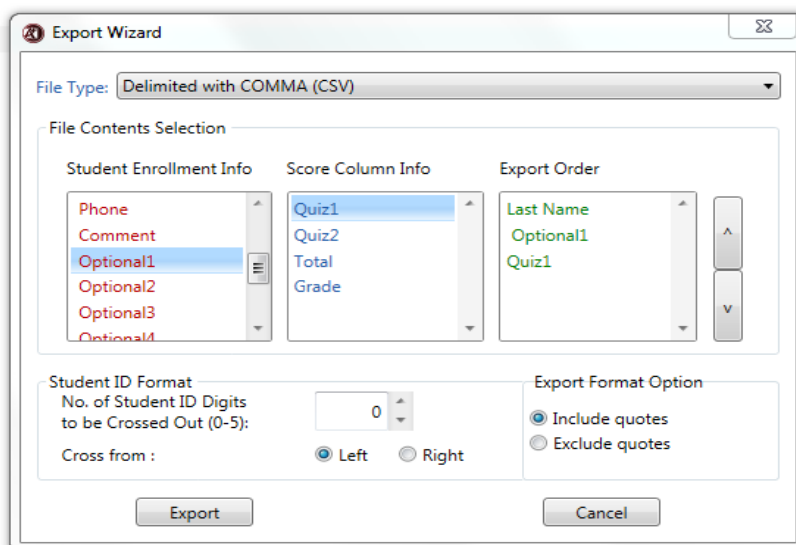
   b. Open the **CatCourses Import File Template*** (please see **The CatCourses Import Format** section below for more information) located on the desktop.
   c. Add an additional column(s) heading with the name of an existing CatCourses Assignment(s), or a new assignment name that you'd like to add into the gradebook. (*Note: If you add a new assignment name, you should check the Assignments tool after you import and move it to the correct group.*)

   d. From the ParScore export.csv file copy the data under the **Last Name** row header and paste it below the **Student** column of the **CatCourses Import File Template**
   e. From the ParScore export.csv file copy the data under the **Optional1** row header and paste it below the **SIS Login ID** column in the **CatCourses Import File Template**
   f. From the ParScore export.csv file copy the data under the **[Assignment Name]** row header and paste it below the **[Assignment Name]** column in the **CatCourses Import File Template**.
   g. Save the document as an **.csv file** (e.g. import.csv)

3. Go to the gradebook for your course in Canvas, and import the **.csv file**.
   a. Go to desired course
   b. Click Grades
   c. Click Import
   d. Browse to choose import.csv.
   e. Click Upload Data

*The CatCourses Import Format: There are currently 5 required columns that must be in your CSV file in this order. They all must contain the following headers, which are case sensitive, but there does not have to be data populated under every column in order to import:
- **Student**: In CatCourses, this contains the student's First Name Last Name. You can leave this blank for the import, or use just a portion of the name in the import. A partial name can come in handy for troubleshooting if there are UCMNetIDs in ParScore that aren't in CatCourses, which is why we recommend adding the last name under Student in the process above.
- **ID**: The student's internal Canvas ID. You can leave this column blank.
- **SIS User ID**: The student's sourcedid.id from Banner. You can leave this column blank.

- **SIS Login ID**: The student's UCMNetID. Note, these do not have to be in the same order as they are listed in CatCourses.
- **Section**: You can leave this blank.

**Please feel free to contact ssha.curriculum@ucmerced.edu if you have any questions or concerns. **

Add/Drop Form
(If Requisite(s) Met)

UNIVERSITY OF CALIFORNIA, MERCED
Office of the Registrar

5200 N. Lake Rd., Merced, CA 95343 / Phone: (209) 228-7178 / registrar.ucmerced.edu

Personal Information

○ Undergraduate ○ Graduate ○ Other _____

Last Name _____ First Name _____ M.I. ____

Choose term and year: ○ Fall ○ Spring Year: _____

UCM ID Number _____

Add Deadlines: Students may add online if space is available through the 5th day of instruction. After the 5th day of instruction through the 15th day of instruction, students may add using this form, only with the Instructor approval, returning the form to the Students First Center during business hours. If a course has a requisite(s) that has not been met, instead of this form students must use the Requisite Override Enrollment Form. To confirm requisites for a course, go to **https://registrar. ucmerced.edu/go/schedule**.

Drop Deadlines: Students have until the 15th day of instruction to drop online without further approval. After the 15th day of instruction, students can withdraw from a course using the Course Withdraw form. See the Registrar web site for Course Withdraw deadlines **http://registrar. ucmerced.edu/schedules/deadlines.**

Instructors: After the first week of instruction, students are required to obtain your signature to enroll. During the first week of instruction, a student seeking your signature to override course requisite(s) must use the Requisite Override Enrollment Form.

ADD

CRN	Subject	Course	Sec	Units	Instructor Signature (required after first week)

DROP

CRN	Subject	Course	Sec	Units

I understand that I must be registered for at least 12 units to be considered a full-time student (8 units for graduate student). Any changes in my course load may affect my financial aid, athletic, or veteran eligibility. I accept responsibility for the accuracy of the information on this form and know I can verify my schedule through MyRegistration at any time.

Student Signature _____ Date _____

Students First Center Use Only:

Total Units after all changes _____ Processed by _____ Date _____

Updated: 08/01/2014

44

[Print Form]

Requisite Override Enrollment Form

UNIVERSITY OF CALIFORNIA, MERCED

Office of the Registrar

5200 N. Lake Road, Merced, CA 95343 / Phone: (209) 228-7178 / registrar.ucmerced.edu

Personal Information　○ Undergraduate　○ Graduate　　**UCM ID Number** ☐☐☐☐☐☐☐☐☐

Last Name _____　First Name _____　M.I. _____

Email _____

The deadline to add a course with instructor permission is the 15th day of instruction. If a course has requisite(s) that has not been met, use this form to obtain Instructor signature. Requisite(s) include course prerequisites or corequisites and major or class level restrictions. To confirm requisites for a course, go to https://registrar.ucmerced.edu/go/schedule.

Obtain Instructor Signature on this form and return this form to the Students First Center during business hours by the established deadline. **http://registrar.ucmerced.edu/schedules/deadlines**.

If you are seeking a requisite(s) override for a course offered by the School of Natural Sciences or School of Engineering an additional signature from a School representative is required before returning this form to the Students First Center. You will receive an email from the School regarding the approval or denial of this request. If the School approves your requisite(s) waiver and it is the 5th day of instruction or prior, the email will include instructions to add the course online. If the School approves your requisite(s) waiver and it is after the 5th day of instruction, pick up this form and return it to the Students First Center by the established deadlines.

Course Information　　　　　○ Fall　○ Spring　Year: _____

Have you previously attempted and not passed the requisite(s):　○ Yes　○ No　If yes, when was your last attempt: _____

Use the space below to explain how you plan to be successful in this course without meeting the requisite(s).

[text box]

A D D	CRN	Sub	Crs	Sec	Units	Instructor Signature *I am allowing the student to enroll without the requisite(s) of the course*	Date	D R O P	CRN	Subject	Course	Sec	Units

I understand that I must be registered for at least 12 units to be considered a full-time student (8 units for graduate student). Any changes in my course load may affect my financial aid, athletic or veteran eligibility. I accept responsibility for the accuracy of the information on this form and know I can verify my schedule through MyRegistration at any time.

Student: _____　Date: _____

School of Natural Sciences and School of Engineering Courses ONLY: *Students seeking an override for a requisite that has not been met should return this form first to the School (where the course is being offered) after obtaining the Instructor signature.*

School Designee: _____　Date: _____

Students First Center Use Only:　　　　　　　　　　　　　　　　　Updated on: 08/01/2014

Total units after all changes: _____　Processed by: _____　Date: _____

[Print Form]

45

UNIVERSITY OF CALIFORNIA, MERCED
Office of the Registrar

Over-Enrollment Request Form

5200 N. Lake Road, Merced, CA 95343 / Phone: (209) 228-7178 / registrar.ucmerced.edu

Personal Information   ○ Undergraduate ○ Graduate   UCM ID Number [ ][ ][ ][ ][ ][ ][ ][ ][ ]

Last Name _____   First Name _____   M.I. _____

Email _____

The deadline to add a course with instructor permission is the 15th day of instruction. Obtain Instructor Signature on this form and then take this form to the School or Program offering the course. Instructor signature does not guarantee over enrollment. Students cannot be added to a course, even with instructor and School approval if the classroom is at fire safety capacity.

You will receive an email from the School or Program regarding the approval or denial of this request. If the School or Program approves over enrollment of the course and it is the 5th day of instruction or prior, the email will include instructions to add the course online. If the School or Program approves over-enrollment of the course and it is after the 5th day of instruction, pick up this form and return it to the Students First Center by the established deadlines. To review deadlines, go to http://registrar.ucmerced.edu/schedules/deadlines.

If a course has a requisite(s) that has not been met students must use the Requisite Override Enrollment form in addition to the Over Enrollment Request form. To confirm requisites for a course, go to https://registrar.ucmerced.edu/go/schedule.

Special Instructions for Instructors: Instructor signature does not guarantee over enrollment. Final approval is at the discretion of the School. Students cannot be added to a course, even with instructor and School approval if the classroom is at fire safety capacity.

Course Information   ○ Fall ○ Spring   Year: _____

ADD	CRN	Sub	Crs	Sec	Units	Instructor Signature *I am allowing the student to enroll beyond the capacity of the course.*	Date	DROP	CRN	Subject	Course	Sec	Units

I understand that I must be registered for at least 12 units to be considered a full-time student (8 units for graduate student). Any changes in my course load may affect my financial aid, athletic or veteran eligibility. I accept responsibility for the accuracy of the information on this form and know I can verify my schedule through MyRegistration at any time.

Student: _____Date: _____

School Designee: _____Date: _____
(from the School or Program offering the course)

Students First Center Use Only: Updated on: 08/01/2014

Total units after all changes: _____ Processed by: _____ Date: _____

46

TOP TEN THINGS TO REMEMBER ABOUT
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
University of California, Merced/Office of the Registrar (Updated 8/15)

#10 The purpose of FERPA is good! It affords rights to students to:
- Inspect and review their education records (access allowed within 45 days after written request)
- Seek changes to these records
- Control disclosure of information from their records
- File a complaint with the Family Policy Compliance office in Washington, DC

#9 UCM's policies on release of student information are widely available
- On the web at registrar.ucmerced.edu/policies/ferpa
- In the UCM Catalog at catalog.ucmerced.edu

#8 **Never** post grades using any part of students' ID numbers.
- Instead, assign individual numbers to students at random. Only the student and the faculty member who assigned the number should know the number. The order of posting should **never** be alphabetic by student name.

#7 **Never** leave stacked graded papers for students to pick up—not even in sealed envelopes (unless you have a student's permission to do so)!
- Instead, try these alternatives (and add info to your syllabus to alert your students)
    - At the end of the semester, mail graded papers/exams via campus or U.S. mail in envelopes that students pre-address, pre-stamp, and provide for you
    - If space and personnel allow, students may pick up papers/exams from School assistants or faculty colleagues (they are responsible for checking student identification, however)

#6 **Never** circulate a printed class list for attendance purposes if it shows the combination of names and IDs.

#5 **Never** discuss student progress with anyone other than the student without the student's consent (including the student's parents or spouse!). Do not include grades and gpa in letters of recommendation unless you receive a signed release from the student to do so. (Contact Erin Webb at 228-4501 if you need a template release form for this purpose.)

#4 **Never** provide anyone with a student's schedule or help anyone find a student on campus. (Contact Students First Center at 209-228-7178)

#3 You Are Responsible to Protect:
- All educational records in your possession
  This includes paper documents in your office such as computer printouts, class lists, display screen data, and advising notes. These are practical tools that you need to do your job; however, they should be protected like you would protect a purse or wallet. Do not leave these items out in open areas, but store them out of sight, preferably in a locked cabinet or drawer when not in use.

#2 Official transcripts are available through the Office of the Registrar
- The Office of the Registrar is responsible for student record information and maintenance

#1 **If in doubt, don't give it out!** Call Erin Webb at 228-4501 with questions/concerns!
- Want to read more? Go to registrar.ucmerced.edu/policies/ferpa and take the quiz!

Links to Important UC Merced Resources

Faculty Report Form for Academically-Related Misconduct
http://studentlife.ucmerced.edu/files/page/documents/facultyreportform.pdf

New Employee Orientation Schedule
http://hr.ucmerced.edu/New_Employee_Orientation

UC Merced Academic Personnel Policies & Procedures
http://academicpersonnel.ucmerced.edu/policies/merced-academic-personnel-policies-procedures

UC Merced General Catalog
http://catalog.ucmerced.edu/

Course Request Form (CRF) Management System
https://eng.ucmerced.edu/crf

School of Social Sciences, Humanities and Arts Faculty Bylaws
http://senate.ucmerced.edu/node/118

Academic Senate Policies and Procedures
http://senate.ucmerced.edu/committees/undergraduate-council-ugc/resources
- Establishment or Revision of Academic Degree Programs
- Course Request/Modification
- Undergraduate Instruction and Education
- Graduate Groups
- Graduate Instruction and Mentoring
- Research and Scholarship
- Faculty Rights and Interests

Office of the Registrar Resources for Faculty
http://registrar.ucmerced.edu/faculty
- FERPA – basic rules for Faculty
- Academic calendars and deadlines
- Grading policies and procedures
- Assigning Incomplete grades
- Grade change information
- Guidelines for accommodating students with disabilities and student religious observances

Office of the Registrar Student Forms that Require Instructor Consent http://registrar.ucmerced.edu/forms

- Add/Drop
- Course Withdrawal
- Independent Study Enrollment
- Petition of Academic Policy

Syllabi and Course Development Resources
http://crte.ucmerced.edu/syllabus_and_course_development_resources

Emergency Contact Information
http://emergency.ucmerced.edu

http://emergency.ucmerced.edu/resources

SSHA Faculty Resources
https://ssha.ucmerced.edu/facultyresources

UC Merced Faculty Resources
http://ucmerced.edu/faculty

Classroom Reservation System
http://regroomrequest.ucmerced.edu/AstraProd/Portal/GuestPortal.aspx

Fast Facts
http://ucmerced.edu/fast-facts

Instructional Services Web Forms
http://ssha.ucmerced.edu/instructionalservices

- Textbook Request Forms
- Past Course Evaluation Request Form

Emergency Information

IMPORTANT CAMPUS PHONE NUMBERS

UC MERCED MAIN NUMBER
209-228-4400

UC MERCED EMERGENCY INFORMATION LINE
1-866-993-0969

UC MERCED DEPARTMENT OF PUBLIC SAFETY
209-228-2677 (*CAT COPS*)

EMERGENCY PREPAREDNESS AND RESPONSE

UC MERCED FIRE MARSHAL
209-217-7231

UC MERCED ENVIRONMENTAL HEALTH & SAFETY
209-228-4234

OTHER EMERGENCY HELP

FACILITIES MANAGEMENT
209-228-2986

INFORMATION TECHNOLOGY
209-228-4357 (*HELP*)

PERSONAL SAFETY

CAMPUS ESCORT SERVICE
209-228-2677 (*CAT COPS*)

CAMPUS MEDIATION PROGRAMS

CAMPUS OMBUDSPERSON
209-228-4410 (De Acker)

STUDENT CRISIS RESPONSE TEAM
209-228-2677

CAMPUS HEALTH AND COUNSELING SERVICES
209-228-2273 (*Reddy Student Health Center*)

EMPLOYEE ASSISTANCE PROGRAM
209-228-2363

COUNSELING SERVICES
209-228-4266

COMMUNITY SERVICES

MERCED POLICE DEPARTMENT
209-385-6905

CITY OF MERCED FIRE DEPARTMENT
209-385-6891

MERCED COUNTY SHERIFF'S OFFICE
209-385-7445

MENTAL HEALTH SERVICES
209-381-6800

MERCY MEDICAL CENTER
209-385-7000

CHILDREN'S HOSPITAL
209-726-0199

*For complete information on emergency plans and procedures, visit **emergency.ucmerced.edu.***

GO BOBCATS!!