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**3/17/2020 Message sent by EVC Simmons to deans, provosts, and key support staff to give further guidance regarding the process for seeking permission to cancel courses during Spring Quarter 2020.**

March 17, 2020

Dear Dean/Provost Colleagues,

I am writing to provide additional guidance on the process for seeking permission from campus administration to cancel courses during Spring Quarter 2020. This guidance applies to all UC San Diego courses, including first-year seminars and senior seminars.

As noted in the communication of March 12 [ [https://aps.ucsd.edu/files/facdev/3-12-20\\_EVCAA\\_Further\\_Guidance\\_on\\_Spring\\_2020\\_Teaching.pdf](https://aps.ucsd.edu/files/facdev/3-12-20_EVCAA_Further_Guidance_on_Spring_2020_Teaching.pdf) ] :

*While they will be offered in a remote-delivery format, our Spring Quarter courses will go forward, as originally scheduled and enrolled. Courses will not be cancelled without prior written concurrence from campus administration.*

Prior to proposing cancellation of a course, departments should explore all appropriate alternative measures, such as arranging co-teachers, modifying the course, or offering additional technical support.

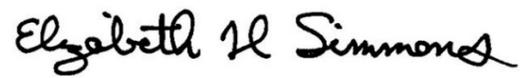
If after exhausting all alternative remedies, a chair/provost believes there is a sound reason to cancel a course, they must send a request to the dean [the DUE is the cognizant dean for first-year and senior seminars] and explain:

- The reason for proposing to cancel the course.
- Why the course cannot be offered by using alternative measures, as above, in order to ensure that students' academic progress is not disrupted.
- How the department/college will ensure that all students presently enrolled in the course will have their educational needs for the quarter met, so they will not
  - fall below the minimum number of units needed for full-time status,
  - fail to complete requirements needed to graduate in Spring 2020 [if they are seniors],
  - fail to meet a time-sensitive requirement in general education or their major, or
  - otherwise be slowed in their progression toward their degree.
- How they will ensure appropriate assignments for any TA's and other instructional assistants originally assigned to the course.

If the dean concurs, the dean will forward the material provided by the chair/provost to the SAVC-AA along with a letter of endorsement.

The EVC's Office will review the request and report the decision to the dean. The decision of the EVC will be final.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth H. Simmons". The signature is written in a cursive style with a large, prominent "E" and "S".

Executive Vice Chancellor, Academic Affairs  
Distinguished Professor of Physics  
University of California, San Diego