

**From:** [Crombie, Amanda Joan \(am3de\)](#)  
**To:** [Lipscomb, Molly \(ml4db\)](#); [Davis, Timothy Leland \(tld8n\)](#); [Harding, Harry \(hh7b\)](#); [Eramo, Nicole P. \(npe5f\)](#); [Warburg, Gerald F. \(gfw2f\)](#); [Johannessen, Peter \(pgj4d\)](#); [Kristen Jamison; Kristen R. Jamison; Martin, Paul S. \(psm4d\); Campanelli, Richard M. \(rmc7xf\); Bassett, Lucy \(lb2zr\); Williams, Brian N. \(bnw9q\); Carson, Brad \(bc5ap\); Jeff Bergner; Addison, Andreas D. \(ada5m\); Mulloth, Balashankar \(bm8ah\); Gelsdorf, Kirsten H. \(kg8v\); Powers, Robert david \(rdp5p\); Lehmann, Brooke \(bl5pa\); Etienne, Bevin Thompson \(bte6u\); Nolde, Michael Paul \(mpn5a\); Hopkins, Danielle \(dh2vh\); Solomon, Ian H. \(lhs8m\); Shimshack, Jay P. \(jps3va\); Beirne, Rebecca McWhorter \(ram2c\); Nelson, Kristine L. \(kln8n\)](#)  
**Cc:** [Solomon, Ian H. \(lhs8m\)](#); [Shimshack, Jay P. \(jps3va\)](#); [Beirne, Rebecca McWhorter \(ram2c\)](#); [Nelson, Kristine L. \(kln8n\)](#)  
**Subject:** Batten Grading for Undergraduate Courses and End of the Semester Memo  
**Date:** Tuesday, April 21, 2020 1:40:07 AM  
**Attachments:** [image001.png](#)  
[Ugrad Grading Options Memo.docx](#)

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Hi All,

I hope that you are well! I realize that this email is dense, and I am sorry. We combined two emails into one, so it is filled with dates and important policies for your review/attention. FOR FUTURE REFERENCE, this email will be posted in its entirety on the Batten Faculty [Resources](#) page.

### **UNDERGRADUATE GRADING POLICY FOR SPRING 2020**

All students enrolled in **undergraduate courses** received the attached note from University Registrar, Laura Hawthorne about the standard grading policy for undergraduate courses for Spring 2020. A brief outline is provided below.

For the Spring 2020 the University default grading policy for all undergraduate courses is CR/GC/NC. Here is an explanation of each grade:

*Credit (CR)*: awarded if you meet the class's requirements for credit (C or higher). For Spring 2020 only, CR will meet all undergraduate degree requirements, including pre-requisites, general education, major, minor, etc. CR will not affect GPA.

*General Credit (GC)*: awarded if you receive a passing grade below a C. GC will earn the credit hours associated with the course and will fill undergraduate requirements that can be met by a passing grade lower than C. GC will not affect GPA.

*No Credit (NC)*: awarded if you receive a grade of F. This grade will not earn credit or meet any requirements. NC will not affect GPA.

On Friday, April 24, 2020, at 8:00 a.m. EDT, all classes will be converted to the default grading option of *CR/GC/NC* for Spring 2020. At that time, students may, if they wish, change any (or all) of their classes back to the standard grading option (A through F).

Students will have until Tuesday, April 28, 2020, at 11:59 p.m. EDT to make this decision and they may change their mind for any class up until the deadline. They will not be able to change the grading option for any class after 11:59 p.m. EDT on April 28, 2020.

**Please feel free to contact me with questions and refer student inquiries my way as well.**

### **FACULTY GRADING PROCEDURES FOR SPRING 2020**

You won't know which grading option a student has selected until the grade rosters are produced in SIS. Once grade rosters are run in SIS, faculty will be able to see which option each student selected. Here is a basic idea of what you will see in your grade roster.

<u>ID</u>	<u>Name</u>	<u>Roster Grade</u>	<u>Official Grade</u>	<u>Grading Basis</u>	<u>Program and Plan</u>	<u>Level</u>
111111	Amanda Crombie	**	**	CRD	LDRSHP PP	1 YR
222222	Daniel Steeper	**	**	GRD	COMM	1 YR

In this example.

Amanda Crombie is taking the course CR/GC/NC the drop down (\*\*) will show CR/GC/NC.

Daniel Steeper is taking the course for a grade the drop down (\*\*) will show A+, A, A-, B+, etc.

I am happy to help with instructions on how to access grade rosters if you are new to grading in SIS, or if you just want to talk through it.

### **END OF THE SEMESTER MEMO ITEMS**

**Final grades are due within 48 hours of YOUR final exam date. If no final exam is administered, please submit grades as soon as possible and no later than TUESDAY, MAY 12 at 5:00pm.**

#### Incompletes

Students are expected to complete their courses on time. When a student anticipates that this will not happen, s/he may request an incomplete grade from the instructor. The symbol IN (incomplete) is used when additional course work or examination is required to fulfill the obligations of a given course. A student may not request an incomplete in an attempt to raise his or her grade. An IN is not a valid final grade and becomes an F 200 days after the grading deadline for graduate students (30 days for undergraduates), unless the student requests an extension from the course instructor prior to the end of the course, and secures approval. The time allowed to complete course requirements is determined between the student and the instructor, but may not exceed one semester beyond the term in which the student took the course.

**Students must enter into a written agreement with the instructor, specifying the remaining requirements and the timeline in which to complete the work.** If the student fails to fulfill the agreement, the grade automatically becomes an F unless changed by the instructor. Grade changes from IN to a final grade cannot be made more than one semester following the end of the course.

#### Final exams

Final examinations are to be given only at the time announced by the University Registrar. Under no circumstances should class time be used for the administration of final examinations. An instructor may, however, give the examination on a "take home" basis during the examination period. Any questions or concerns about final exams should be directed to me.

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#### Grade Changes

Error in calculation or transcription is the only acceptable reason for a grade change. Grades cannot be changed after a degree is conferred, or more than one semester following the end of the course, whichever comes first. Instructors may change grades electronically for winter term and spring semester through December 31 of that year, and for summer sessions and fall semester through May 31 of the following year. After this point, instructors must submit a grade change form to the Director of Academic Programs, who will seek approval from the Dean.

**Again, final grades are due within 48 hours of YOUR final exam date.**

**If no final exam is administered, please submit grades as soon as possible and no later than TUESDAY, MAY 12 at 5:00pm.**

Please let me know if you have any questions.

Best,

Amanda

Amanda Crombie

Director of Academic Programs

E [ajcrombie@virginia.edu](mailto:ajcrombie@virginia.edu)

P 434.243.9976

University of Virginia

Frank Batten School

L052 Garrett Hall

235 McCormick Road

PO Box 400893

Charlottesville, VA 22904

[batten.virginia.edu/](http://batten.virginia.edu/)

