

### IMPORTANT END OF SEMESTER REMINDERS:

1. Course evaluations are open November 30-December 10.
2. Final exams may not be given early. They must be given at the time noted in SIS by UREG.
3. Final grades are due within 48 hours of your final exam date [NLT: 5pm December 21]

## Hello Batten fall 2021 teaching faculty!

Once again, the end of the semester is rapidly approaching. This email is filled with many 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.

## COURSE EVALUATIONS

As the end of the semester approaches, please promote to your students the completion of the course evaluations. The **end of semester course evaluations opened Tuesday, November 30<sup>th</sup> and are available to students through midnight December 10<sup>th</sup>**. Student participation in our course evaluations has grown over the years and we hope that this semester the input will continue to improve.

## POLICIES

**Batten School Academic Policies, grade and exam information and graduation requirements.**

Important highlights are below in **red**.

**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, DECEMBER 21 at 5:00pm.**

You can find the Batten School academic policies here:

[Graduate Academic Policies](#)

[Undergraduate Academic Policies](#)

**Please feel free to contact Amanda Crombie with questions and refer student inquiries to her as well.**

**Faculty who teach core courses: please pay special attention to our policies on academic standing:**

### **Academic standing (Graduate Policy)**

To remain in good academic standing in a [graduate] degree program of the Batten School, MPP students must:

- 1) Earn a final grade of B minus or higher or CR in all core courses of the degree program,
- 2) Earn no more than 6 credit hours with final grades lower than a B minus in elective courses required for the degree,

- 3) Maintain a cumulative grade point average of B (3.00) or higher in all courses required for the degree, including elective courses taken in other schools at the University of Virginia, and
- 4) Make satisfactory degree progress.

In the final year of the program, students must earn a CR on the Applied Policy Project to receive the MPP degree. If a student fails to fulfill this requirement, the Academic Standards Committee will consider options on a case-by-case basis.

#### **Graduation Requirements (Graduate Policy)**

Degree candidates must earn a final grade of B minus or higher in all graded core courses and CR in all CR/NC courses of the degree program. In cases where a student earns a final grade lower than B minus (or receives NC) in a core course, the student must retake the course and earn a final grade of B minus or higher. While both grades will appear on the transcript and are used to calculate the student's GPA, the Batten School will only allow degree credit for the course in which a grade of B minus or higher is achieved.

#### **Academic standing (Undergraduate Policy)**

Batten BA candidates are in good academic standing at the end of a semester if, in that semester, they have:

- Completed at least 12 credits of course work;
- Earned a minimum grade of C in all courses taken to fulfill the core major requirements;
- Earned a minimum GPA of 2.500;
- Have no more than one grade below C minus.

#### **Academic Probation [Graduate and Undergraduate]**

A student who fails to meet these conditions will be placed on academic probation, pending review by the Academic Standards Committee. The Academic Standards Committee will notify the student of this status and explain their options. The student has until the end of the next semester's exam period to restore good standing by fulfilling the terms attached to his or her unique case. In most cases, failure to do so will result in enforced withdrawal from the program in which they are enrolled pending review by the Academic Standards Committee.

**Any student who does not receive the minimum required grade in a core course will be required to retake the course. Graduate minimum grade in core courses is a B minus, and the Undergraduate minimum grade in core courses is a C.**

#### **POLICIES THAT APPLY TO GRADUATE AND UNDERGRADUATE STUDENTS ALIKE:**

##### **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 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 you are going to grant an extension/incomplete for a student, they must submit the [REQUEST FOR EXTENSION](#) form. This form will route to you for confirmation and is then sent to Amanda Crombie for review. To see the form and the full process and email text, please review the attached Course Extension Request power point.

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.

A student who wishes to request the postponement of an examination under rare, extenuating circumstances beyond his or her control must contact the instructor no later than one week before classes end. Absence from a final examination for any course offered in the Batten School may be excused only by the Assistant Dean for Academic Programs, and then only when accompanied by evidence of arrangement with the instructor for a deferred examination, to be taken within ten days after the regular examination. An emergency that justifies extension of this period will be considered only when supported by satisfactory documentation submitted immediately after the period of emergency. After the ten-day period, or its extension if granted by the Assistant Dean for Academic Programs, the temporary grade of IN (incomplete) will officially become a grade of F unless the deferred examination has been completed. Absences are excused only for sickness on the day of the examination or for other providential cause acceptable to the Assistant Dean for Academic Programs. An excused absence may be absolved by taking a special examination at a time mutually acceptable to the instructor and the student. Special examinations are not granted for reasons other than those stated above.

Unexcused absence from an examination incurs an automatic failure in the course with a grade of F.

## **GRADING**

### **Reminder of the Batten School Grading Policy as included in your syllabus:**

Due to increasing grade inflation in American higher education, the Frank Batten School has set a grade normalization policy, with a suggested grading distribution. All Batten courses should have a mean grade that does not exceed a 3.5 grade point average with an emphasis on a well-distributed range of grades. If grades deviate significantly from this suggested distribution, the Associate Dean will discuss the course grades with the faculty member.

### **Reporting grades**

[Faculty submit grades electronically](#) either directly through SIS or by entering them in Collab and then uploading them into SIS. **All instructors must confirm in SIS (NOT in Collab) that their class rosters are accurate. Please alert me immediately to any discrepancies or problems. If you are a new faculty and want to walk through the process the first time, please reach out as we are happy to help.**

**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, DECEMBER 21 at 5:00pm.**

**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 Assistant Dean for Academic Programs, who will seek approval from the Dean.

Many thanks for your attention to these policies and deadlines. Please let me know if you have any questions.

Best wishes,

The Academic Programs team