College of the Environment COVID-19 Response Guidance:
Clarification on the Provost's Message Regarding Grading

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Relevant UW Guidance:
• Provost Richards and Prof. Janes message to faculty and graduate students: Moving classes online and concluding the winter quarter (6 March 2020)

Based on questions received this morning, the College of the Environment Dean's Office is issuing this clarification of the Provost's 6 March 2020 email regarding changes to instruction, and specifically to grading in Winter quarter 2020 classes. Please make sure that all of your instructional personnel including TAs are aware of what they should do, and why.

Here is the Provost's message on grading for Winter quarter:
• Other courses should be concluded, and course grades may be assigned as follows:
  o If grades that reflect student academic achievement can be fairly determined based upon completed work, then numeric grades may be calculated and submitted.
  o If the instructor feels that numeric grades cannot be fairly calculated for all students, then grades of credit/no credit (CR/NC) may be determined and submitted for the entire class. Credit (CR) grades are not included in the GPA, but can satisfy graduation, financial aid eligibility and other requirements. (A minimum grade of 0.7 is required for a credit in an undergraduate course, and 1.7 for a graduate course.)
  o A grade of I (incomplete) should not be submitted unless the student would have fallen into this category prior to Monday, March 2 (e.g., due to lack of completion of coursework).
  o A grade of X should not be submitted.

Here is the clarification:
• All Winter quarter 2020 students must receive either numeric or CR/NC grades.
• Incomplete (I) and missing (X) entries will not be allowed due to concerns that should any student receive multiple such grades, their financial aid will fall through for Spring quarter. Please note that this is a special circumstance, as the potential for multiple Xs is high given the current COVID-19 situation. The UW is essentially operating out of an abundance of caution.
• Because students may be late in turning in assignments due to health concerns, instructors have three options:
  1. Allow students leeway to turn in assignments and otherwise complete course requirements so that the instructor can turn in ALL numeric grades by 24 March 2020. This is a hard deadline.
  2. Grade students numerically on work turned in to date at the end of the quarter, even if assignments or exams are missing, or some students have turned in more work than others.
  3. Convert the course (ALL students) to CR/NC. This option must be cleared with unit leadership to ensure major and graduation requirements are met. In this case, the Registrar's Office has constructed an on-line form at:
https://apps.registrar.washington.edu/forms_faculty/request-cr-nc-grading/ to allow faculty to automatically notify us that they need to change to CR/NC grading. UWIT is in the process of adding links to that page in GradePage and MyUW.

- Note that any numeric grade can be subsequently changed (up, or down) should late work come in after the 24 March deadline.