

March 12, 2020

Richard Hughey, Vice Provost and Dean of Undergraduate Education  
Office of the Chancellor

**Re: Examinations and Grades in Winter 2020 Courses**

Dear Richard,

The Committee on Educational Policy (CEP) discussed possible options for departments and instructors in case there are missing grades in Winter 2020. We are providing them here in advance of exam week so that instructors can plan properly.

Before we do so, we would like to reiterate a point stated in our letter of March 05, 2020 about missing fall grades: that it is inappropriate to assign an arbitrary grade to missing work in a course. **We have been assured by iCPEVC Kletzer that the administration will provide appropriate resources** (e.g. graders) if additional grading work has to be done to complete missing Fall 2019 or Winter 2020 grades. These resources can be requested by contacting the department/program chair, who would contact their dean if needed.

The question of Winter 2020 grades is also strongly affected by the campus move to remote instruction for most courses, announced by the Chancellor on March 10, 2020. In this situation, the letter from March 06, 2020 issued by the Chairs of four Senate committees is relevant, from which the following is excerpted:

We recognize that it may not be possible to maintain the learning goals exactly as stated on the syllabus. In addition to keeping the learning goals in mind as you consider changes to the course delivery, assessment, and course organization, we recommend that faculty do their best to maintain clear communication with students about the proposed changes. Changing the method of assessment of student performance from what is indicated on the syllabus is generally not permissible according to CCI and CEP policy, but there may need to be exceptions under extreme circumstances. Students should be kept informed about changes, and preferably given a chance to express their views about alternative options when possible.

Consistent with this letter, instructors have been encouraged to consider using unproctored or proctored online examinations (through [online@ucsc.edu](mailto:online@ucsc.edu)), final papers, etc. even if this was not the method of assessment specified in the course syllabus.

If an instructor is unable to assign Winter 2020 grades because of missing work, the following options that we provided in our letter about Fall 2019 will apply:

- Assign grades based on the material that is already available to them if
  - the instructor believes that they can assess the student accurately; and if
  - the student consents to being graded on this basis.
- Assign permanent P/NP grades, or letter grades without +/- modifiers, if

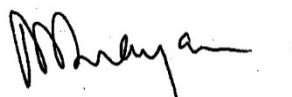
- the instructor believes that they have sufficient information to assign such grades; and if
- the student consents to being graded on this basis.<sup>1</sup>
- If neither of these options is possible, the instructor should offer students reasonable options to replace the missing work. Instructors should be mindful of the burden that this has already placed on students for the fall term and will place for the winter term, and **retain possession of grading materials to the extent possible**. For example, next week, the electronic submission of final examinations or final papers will facilitate the capture of student coursework.<sup>2</sup>
- If a student is unwilling or unable to assist the instructor in obtaining enough information to assign a grade, e.g. if they do not return grading materials to the instructor or if they do not take the final examination, an I (Incomplete) grade with the student's consent, or a failing grade, is appropriate.

Incomplete (I) grades for Winter 2020 will not result in students being dropped from subsequent courses in Spring 2020, but — unlike for Fall 2019 — the one-quarter undergraduate deadline for undergraduate students to convert them to a permanent grade is not being changed.

As for Fall 2019, it is permissible for faculty mentors of Graduate Student Instructors in undergraduate courses to assign grades if they are willing and able to do so. Also, as for Fall 2019, the Chair of the course sponsoring unit may reassign the grading of a course if the instructor (or faculty mentor) is either unable or unwilling to do so, in which case the conditions above still apply.

CEP does not support the extension of partial grade rosters to Winter 2020 grades, which excludes temporary P grades as an option. (Permanent P/NP grades can be assigned as per the second bullet point above.)

Sincerely,



Onuttom Narayan, Chair  
Committee on Educational Policy

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<sup>1</sup> An instructor can choose to use letter grades without +/- modifiers without any input from students if it is consistent with the grading scheme specified in their syllabus.

<sup>2</sup> Photocopying expenses can be provided through a resource request, discussed in the second paragraph of this letter.

cc: Kimberly Lau, Chair, Academic Senate  
Lindsay Hinck, Chair, Committee on Courses of Instruction  
Don Smith, Chair, Graduate Council  
Lori Kletzer, Interim Campus Provost and Executive Vice Chancellor  
Tchad Sanger, University Registrar  
Divisional Deans  
Department and Program Chairs  
College Provosts