

March 6, 2020

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

Re: Follow-up Regarding Missing Grades

Dear Richard,

Following requests from various sources, the Committee on Educational Policy (CEP) would like to clarify the following points about our letter to you of March 5, 2020, “Missing Grades¹² and the 85% Threshold”:

1. 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. (This is in accordance with Santa Cruz Division Regulation SCR 9.1.1 which specifies that the +/- modifiers *may* be used.) If the syllabus specified a different grading scheme, the student has to agree to have it changed for them.
2. Where an instructor asks students to take an assessment (e.g. a final examination or term paper) to replace missing grading material, strict equivalence — written final examination for written final examination, etc. — is not necessary; the instructor can determine the best substitute for the missing material.
3. I (Incomplete) grades are to be used only when a student is “offered a reasonable opportunity to replace missing material but decline[s] to do so”. They are not to be used under other circumstances. We are advised by the Registrar’s Office that AIS will convert such I grades to F grades at the end of Winter 2020, but as per our previous letter, instructors may change them for work completed until the end of Spring 2020.³
4. Our letter addressed how to deal with missing grades from Fall 2019. In its next meeting, CEP will discuss how deficiencies in courses in Winter 2020 should be handled, after which we will communicate with the Administration and all course sponsoring agencies.

¹ Students with temporary P grades are considered to have missing grades for the purpose of our letter of March 5, 2020 and this letter. For students who have been successfully assigned final grades, normal Senate regulations apply, and grades can only be changed for clerical or procedural reasons. (Santa Cruz Division Regulation SCR 9.1.3.)

² Consistent with CEP’s purview, our letter only applies to missing grades in undergraduate courses.

³ A paper petition will have to be submitted to the Registrar’s Office for work completed after the end of Winter 2020.

Sincerely,

A handwritten signature in black ink, appearing to read "Onuttom Narayan". The signature is fluid and cursive, with a small dot at the end.

Onuttom Narayan, Chair
Committee on Educational Policy

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