

Subject: Fall 2022 End of Semester Memo

Date: Tuesday, December 6, 2022 at 4:09:20 PM Eastern Standard Time

From: Murphy, Jennett V (tyz3ay)

To: Nelson, Kristine L (kln8n)

BCC: Murphy, Jennett V (tyz3ay)

Hello, Batten Fall 2022 Teaching Faculty!

Once again, the end of the semester is here. This email is filled with important policies and some dates for your review. We have organized it topically as follows for ease of access to specific information:

1. ACADEMIC STANDING
2. GRADING
3. COURSE EVALUATIONS
4. FINAL EXAMS
5. EVENT POLICY REMINDER
6. LINK TO ALL ACADEMIC POLICIES

All information is also on the [Batten Faculty Resources page](#) and will be updated as needed.

1. ACADEMIC STANDING [Batten Graduate Academic Policies](#) | [Batten Undergraduate Academic Policies](#)

Students are expected to meet minimum standards to progress in either the BA or MPP program. However, there are times when students do not reach those standards and require remediation.

Standard academic progress in core courses for each of our programs is defined as:

- BA program - the minimum grade to pass a course is C.
- MPP program - the minimum grade to pass a course is a B minus (*please see Fall '22 grading exceptions below*).

Batten strives to provide students with the tools to successfully complete your courses. If you identify a student who is likely not meeting standard academic progress standards in your core course, please notify Amanda Crombie as soon as possible.

2. GRADING

FALL 2022 GRADING EXCEPTIONS: As a reminder from Amanda's email on November 22nd regarding Fall 2022 grading changes, the key implications of CR/GC/NC are:

- **Credit (CR)** may be elected for a grade of C or higher. This will meet all graduation and degree requirements for undergraduate or graduate courses (core, electives and Batten prerequisites).
- **General Credit (GC)** may be elected for a grade of C- through D-. GC will earn the credit hours associated with the course but will NOT meet the undergraduate or graduate requirements for any core course. GC will not affect the student's GPA, but students will be required to retake the **core** course at the next available opportunity and receive a grade that meets the undergraduate or graduate requirement for **core** courses.
- **No Credit (NC)** may be elected for a grade of F. This will not earn the credit hours associated with the course and will not meet any course requirements. NC will not affect the student's GPA.

GRADING POLICY of Frank Batten School of Leadership and Public Policy (included in all Batten syllabi): The Frank Batten School has a grade normalization policy, with a suggested grading distribution. Batten courses should aim to have a mean grade that does not exceed a 3.5 grade point average with an emphasis on a well-distributed range of grades.

INCOMPLETES

Students are expected to complete their courses on time. When a student anticipates that this will not happen, they 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 their 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 an extension/incomplete is to be granted, a Batten student must submit the [Request for Extension to Complete Course Requirements form](#). (Students from other Schools complete their home school's form.) This form will route to the faculty member for confirmation and is then sent to the Assistant Dean for Academic Programs for review. 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.

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 grade rosters are accurate. Please alert us to any discrepancies or problems. **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 Dec 20 at 5:00 pm.

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.

[Undergraduate Academic Policies UREG](#)

3. COURSE EVALUATIONS

Open through December 9. Please promote completion of the course evaluations to your students.

4. 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 their 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.

5. EVENT POLICY REMINDER: Events, students, and alcohol

There are numerous University policies about events to which students are invited where alcohol is served. Please review this website if you are planning an event that involves students and alcohol: <https://vpsa.virginia.edu/alcohol>.

6. FULL ACADEMIC POLICIES [Graduate Academic Policies UREG](#) | [Undergraduate Academic Policies UREG](#)

Faculty, please contact Amanda Crombie with policy questions. Please refer student policy inquiries to Katie Straight (graduate students) or Kristine Nelson (undergraduates).

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

Best wishes,

Kristine and Katie

[Kristine Nelson](#), Assistant Director of Undergraduate Academic Programs

[Katie Straight](#), Assistant Director of Graduate Academic Programs

Office of Academic Programs

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[Make an advising appointment](#)