**MEMORANDUM**

**To:** Martha Dunkelberger, Undergraduate Committee Chair

**From:** Teri Elkins Longacre, Ph.D.

Vice Provost and Dean for Undergraduate Student Success

**Date:** July 22, 2020

**Re:** Interim Undergraduate Grade Policy Proposal

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In response to the unique and unprecedented challenges associated with the COVID-19 pandemic, Provost Paula Myrick Short, Ph.D. formed and chaired a Fall Instructional Delivery Task Force charged with providing leadership and creative solutions to deliver high quality instruction consistent with the University of Houston’s mission while accomplishing a safe return to campus. Task Force members include: Tony Ambler, Jennifer Bloom, Mark Clarke, Jeronimo Cortina, Martha Dunkelberger, Amr Elnashai, Cathy Horn, Sarah Larsen, Teri Longacre, Jeff Morgan, Patricia Oliver, Scott Sawyer, Woody Sutton, and Dan Wells. The Fall Instructional Delivery Task Force made a number of recommendations including extending the Interim Grade Policy through fall 2020.

Jeronimo Cortina and Martha Dunkelberger formed a working group with assistance from Rebecca Forrest and Amber Thompson to revise the Interim Undergraduate Grade Policy for fall 2020. The following proposal has been drafted based on thoughtful consideration of relevant issues and is submitted for consideration by the Undergraduate Committee.

**Interim Undergraduate Grade Policy Proposal**

Due to the unique and unprecedented challenges associated with the COVID-19 pandemic, the University of Houston is implementing an interim policy for undergraduate grades.

1. The Interim Undergraduate Grade Policy applies to all undergraduate students in courses offered in all sessions during Fall 2020. The policy will be reviewed for continuation through future terms if necessary.
2. All undergraduate courses for the applicable sessions will be graded according to their current grading scheme.
   1. **If the current grading scheme is Satisfactory/Unsatisfactory (S/U):**
3. Grades of Unsatisfactory (U) will automatically convert to No Credit Reported COVID-19 (NCR).
4. Grades of Satisfactory (S) are awarded course credit while no course credit will be awarded for a grade of No Credit Reported COVID-19 (NCR).
   1. **If the current grading scheme is Letter Grade:**
5. Students have the option to choose a either a Letter Grade or a Satisfactory/No Credit Reported COVID-19 (S/NCR) grading scheme on a course-by-course basis.
6. Under the Satisfactory/No Credit Reported COVID-19 (S/NCR) grading scheme, grades of D- and higher are considered Satisfactory (S) and are awarded course credit. No course credit will be awarded for a grade of No Credit Reported COVID-19 (NCR).
7. The deadline for students to choose their grading option is 5:00 pm on **December 23, 2020.**
8. Satisfactory (S) and No Credit Reported COVID-19 (NCR) grades are not factored into term or cumulative GPA.
9. The students’ official transcript will record only the grading scheme that the student chose to reveal. Students are free to request a change in their transcript, showing the assigned letter grade at any time via formal request to the Office of the University Registrar with the understanding that the grade change impacts the term and cumulative GPAs and becomes permanent.
10. In the event that a program, department, or college enforces prerequisite or minimum GPA standard policy, a student may still choose a Satisfactory (S) grade for official reporting.  The letter grade assigned by the instructor remains part of the student record and can be accessed at the program level, even when Satisfactory (S) is the reported grade.
11. Students are encouraged to contact their academic advisor to discuss questions regarding the impact of their grade option choice on academic matters. The Office of Scholarships and Financial Aid should be consulted to discuss the impact of their grade option choice on financial aid matters.
12. The deadline for completing course requirements associated with Incomplete grades due in Fall 2020 is extended to January 15, 2021. Students should contact their instructors to discuss plans for completing course requirements by that date. The incomplete deadline extension will be reviewed for continuation through future terms if necessary.
13. Grades received as the result of academic honesty sanctions will be handled consistent with the University of Houston Undergraduate Academic Honesty Policy. Students forfeit the S grade or NCR if stated in the academic honesty case sanction.