UVA SCHOOL OF ARCHITECTURE
INSTRUCTIONS FOR STUDENTS
on selecting their preferred grading designation for
Spring 2020

ISSUED: APRIL 15, 2020 (V.1)

The University of Virginia has established an updated grading policy for undergraduate students for the Spring 2020 semester, adopted by all Schools and degree programs. The School of Architecture has subsequently also reviewed and issued a policy on grading for its graduate students. This policy is a default Credit/No Credit (CR/NC) grading system, with an option for students to take a letter grade in any course they are enrolled in during the Spring 2020 semester. Both policies can be found HERE.

Below are instructions for students to select their preferred grade designation for the Spring 2020.

WHEN TO SELECT YOUR PREFERRED GRADING OPTION

- **On Friday April 24 at 8am (EST), all classes will convert to the default grading option of CR/NC (Credit/General Credit/No Credit) for Spring 2020 courses.** This grading option will not impact your GPA.

- At that time, you may if you wish, change all (or any) of your classes back to the standard Letter Grade option (A to F). This grading option will impact your GPA.

- **You will have until Tuesday April 28 at 11.59pm (EST) to make this decision.** You can change your mind for any class up until this deadline by following the steps to make the selection (see below)—which can be changed as many times as you need to up until the deadline. You **WILL NOT** be able to change the grading option for any class after 11.59pm (EST) of April 28, 2020.

- A notation will be placed on all undergraduate and graduate transcripts for the Spring 2020 term that stipulates that the CR/GC/NC (or CR/NC for graduate students) grading was the default grading option for classes in response to the global pandemic.

HOW TO SELECT YOUR PREFERRED GRADING OPTION

- The selection process takes place in the Student Information System (SIS). The “Process Guide for Changing Course Grading Basis” can be found HERE and through this URL: https://in.virginia.edu/grading-options

  The above URL provides a step-by-step guide to make grading option selections in SIS.
• Remember, the default is the CR/GC/NC (and CR/NC for graduate students) option. Therefore, if a student decides to take this option for all Spring 2020 classes, **no action is needed.**

• If any student wants to select the Letter Grade designation for any individual course, they must make that selection in SIS by April 28, 2020, 11.59pm (EST).

**A SUMMARY OF THE STEPS IN SIS:**

1. Select **Enrollment** from the left-hand menu in SIS
2. Select **Edit Enrollment**
3. Click **Edit** to change the grading basis for the desired course
4. Select the new grading option from the drop-down menu
   Please note: If the option to change the course section or credit hours appears, please DO NOT make any changes to these options. Click **Continue** until you see the option to change the grading basis, and select the preferred grading basis.
5. Click **Continue** once you have selected your preferred grading basis
6. Confirm the grading changes, and click **Continue** to save the changes
7. Review confirmation of changes and click **Ok.**

The step-by-step instructions with visual guides can be found at [https://in.virginia.edu/grading-options](https://in.virginia.edu/grading-options)

A helpful table outlining the options can be found at [https://in.virginia.edu/grading-options-infographic](https://in.virginia.edu/grading-options-infographic)

**TEMPORARY SUSPENSION OF FALL 2020 ENROLLMENT**

In order to implement the Spring 2020 default grading option and give students an opportunity to select their grading basis, the University must temporarily stop enrollment for Fall 2020 classes. **Fall 2020 enrollment will be temporarily suspended at 11.59pm on Tuesday April 23 and resume at 8am on Wednesday April 29, 2020 (EST).**

**QUESTIONS OR CONCERNS ABOUT MAKING THIS DECISION**

School of Architecture students who may need advice about making this decision should work individually with Tashana Starks, Assistant Director of Advising and Academic Support, through a scheduled advising session. Please schedule an appointment with her with enough time to make your selections. Sign up for advising by emailing Tashana at tdp2m@virginia.edu.