

Damon M Fleming (dmflmng1)

From: Damon M Fleming (dmflmng1)
Sent: Friday, April 10, 2020 7:43 AM
To: FCBE Faculty
Cc: FCBE Staff
Subject: Course grading guidance

Dear Fogelman Faculty:

This message is to provide additional information regarding the University announcement about the [Credit/No Credit Grade Option](#) for Spring 2020.

Standard grading practices should proceed through the end of the semester for all courses. The University provides general [Grading Scale and GPA](#) (including grades not calculated in GPA) guidance for faculty and students.

Incomplete (I) grades should only be used when necessary. Standard letter grades for Spring 2020 must be entered by May 11, 2020 (per the [University calendar](#)) for students to elect the Credit/No Credit grading option. Virtual instruction will continue through the summer sessions and unnecessary use of “I” grades to defer coursework could place unnecessary burden on faculty and students.

Flexibility and responsiveness are essential to mitigate and overcome unexpected obstacles that may be present for students as a result of the transition to virtual instruction.

- **Communication.** Communicate expectations and deadlines clearly and frequently to students, especially related to graded work. Timely responses to email and other communications are critical in the virtual environment.
- **Technology issues.** Some students may have technology resource constraints to successfully complete coursework in the virtual environment. If you have a student who needs assistance with technology, please refer to [Keep Learning](#) and [Technology Resource Locator](#).
- **Assignments.** Flexibility is essential for students that have late or missed assignments given the challenges to complete work in the virtual environment. Also, explore alternatives to high stakes assessments given this unprecedented time and heightened anxiety.
- **Health issues or concerns.** If a student reports they are ill, no doctor’s note is required. Please work to accommodate the student during the illness.
- **COVID-19 notification.** Please immediately notify the Office of the Dean of Students regarding any students that report being tested or confirmed for COVID-19 at 901-678-2187 or deanofstudents@memphis.edu.
- **Counseling and support.** The University of Memphis [Counseling Center](#) offers consultation via phone until further notice. If a student needs immediate crisis assistance, please call 901-678-2068 during business hours (8:00AM-4:30PM). If a student is experiencing a crisis emergency after hours, please call 901-678-HELP (4357).
- **Advising assistance to consider grading options.** Students should to consult with their [FCBE academic advisor](#) to understand how any grade conversions may affect their academic progress.
- **Other concerns.** The Office of the Dean of Students is available to provide students with guidance and resources to support continued academic pursuits. Refer students to [Dean of Students’ Student Support Assistance Request Form](#).

Thank you for your ongoing commitment to student success during this challenging time.

Respect,

Damon

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