

About grades and grading policies at the University of North Carolina at Chapel Hill  
New Faculty Orientation  
August 2013

There are lots of rules and many places to find them. Two consistent and reliable sources of information are the Undergraduate Bulletin, in print and online at <http://www.unc.edu/ugradbulletin/> and UPM's (University Policy Memorandums) published by the University Registrar which are located at [http://regweb.oit.unc.edu/resources/rpm\\_list.php](http://regweb.oit.unc.edu/resources/rpm_list.php). Contact hours, syllabus, and class locations are important and *monitored!*

UPM #24 is The Grading System. It can be accessed directly via: <http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/upm-24-the-grading-system/>

- Grades are assigned electronically on your class rolls in ConnectCarolina. You must complete FERPA training to access these rolls. The ConnectCarolina online training page at [http://help.unc.edu/CCM3\\_027650](http://help.unc.edu/CCM3_027650) contains links for FERPA training and [http://registrar.unc.edu/files/2012/03/CCM3\\_035290.pdf](http://registrar.unc.edu/files/2012/03/CCM3_035290.pdf) takes you to the Faculty Guide, which explains how to access class rolls and post grades, etc..
- You can assign permanent grades (A, B, etc. with plus and minus signs; A+ and D- are not recognized). An "FA" means that the student did not take the final exam but even if s/he had and made an "A" on it, s/he still would have failed the course.
- You can assign temporary grades as well.
  - An "IN" means that a student took the final but did not complete some other requirement. Undergraduates are allowed up to 8 weeks in the next regular term to finish the outstanding assignment before the IN changes to an "F\*" grade (administratively awarded F grade).
  - An "AB" means that a student did not take the final exam. Do not arbitrate final exam excuses yourself – leave that to the Steele Building deans to do. If you are presented with an official exam excuse you will be required to give a final exam (generally after you give it to the rest of the class). Undergraduate students are allowed until the next regular semester to take the final exam (provided an official exam excuse has been issued) before the AB grade changes to an "F\*" grade (administratively awarded F grade).
  - An "NG" is recorded in the case of pending honor court cases.
- In UNC-Chapel Hill's system, if a student earns a "D" or "D+" grade in a course declared Pass/Fail, it is recorded rather than a PS. You will not know who is taking a course Pass/D/D+/Fail unless they self-disclose. Course instructors record letter grades and computers do conversions.
- Note that there is a different grading scale for graduate students (H,P,L) and different rules concerning IN and AB grades.

Also valuable is UPM #8, the Examination System. It can be accessed directly via: <http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/upm-8-examination-system/>

**Final examinations are required for all undergraduate courses (courses numbered between 100-699). The final exam schedule is published well in advance, so all students in your class should be aware of that date.** To be sure that students are informed well in advance, include the official final exam date and time on your syllabus.

Students often register for classes by considering the official exam schedule which is published at the time of registration, well in advance of the beginning of classes. UPM #8 states:

“Undergraduate courses taught on campus must include a final assessment (i.e. final examination) unless the Provost grants an exception. A traditional final examination is written, is administered at a predetermined time as specified in the final examination schedule, and takes place at a designated location. Only the Provost can grant exceptions to the scheduled time and location of a traditional examination after review and approval of the appropriate department head and the dean. For graduate and professional level courses, final examinations, which may or may not be written, may be given at the option of the college/school dean and the instructor.”

You have up to 72 hours after giving the exam to submit your grades - electronically. Please comply with this standard, as grades affect eligibility (continuation status).

Do keep all records concerning grading and the course for at least two years. After that time, you can send exams, etc. to be recycled (there is a process for confidential information). In the case of grade protests, grade records and related materials are very important. Transcripts are sealed one year to the date after a student graduates.

**A syllabus is required for all courses – no later than the first day of class - and some specific content is mandated.** See [http://faccoun.unc.edu/wp-content/uploads/2012/10/Res2012-11OnSyllabusGuidelines\\_v1.pdf](http://faccoun.unc.edu/wp-content/uploads/2012/10/Res2012-11OnSyllabusGuidelines_v1.pdf). Syllabus must be retained by units for at least 4 years (the normal life-cycle of an undergraduate student). Most units have developed a central repository for them, either physically or in SAKAI (the course management system).

**Absence policies:** Official exam excuses are only provided for final exams (and if you get one you have to schedule a make-up exam at a mutually agreeable time). If a student misses a mid-term or quiz during the semester, course instructors have to decide about giving a make-up. To learn more about the class attendance policies, see the Undergraduate Bulletin. There are specific provisions about religious holidays.

**Independent Study:** Undergraduates gain much from close contact with a faculty member and often participate in Undergraduate Research opportunities, write honors theses, and seek independent study. Faculty members are limited to no more than two independent studies each semester and learning contracts must be completed and approved prior to registration by a student which can occur no later than the fifth day of classes. See <http://www.unc.edu/depts/uc/Reference/Reference.html> for the learning contract.

### **Some definitions and references:**

- General College: This is the administrative home for ALL first and second year students at the University. It is part of the College of Arts and Sciences.
- General Education (aka Gen Ed): This phrase refers to a set of requirements, *study in breadth*, that insure students at Carolina receive what is typically referred to as a liberal arts education. A major is often referred to as *study in depth*.
  - All undergraduates are subject to a set of Gen Ed requirements known as the “Connections” curriculum which was implemented beginning in 2006.
  - A few students, mostly seniors or returning students are subject to the “Perspectives” curriculum which will soon be completely phased out.
- Student Affairs: Within the auspices of the Vice-Chancellor for Student Affairs, this is where you can receive assistance in disciplinary matters from the Dean of Students. Judicial Programs (Code of Student Conduct) are also housed in Student Affairs.
- Academic Advising Program: Located in Steele Building, full-time academic advisors provide assistance to students in the General College and verify that all degree requirements are met. Academic departments provide advising – mainly concerning majors and graduate school and/or careers – to juniors and seniors.
- Undergraduates entering UNC-Chapel Hill in fall 2009 or later have access to Tar Heel Tracker, an electronic advising tool that reveals which Gen Ed and major requirements have been satisfied and which still need to be fulfilled. Directors of undergraduate studies in each unit are familiar with this program.
- Professional Schools: Kenan-Flagler School of Business; Dentistry, Education, Government, Information and Library Science, Journalism and Mass Communication; Medicine, Nursing; Eshelman School of Pharmacy, and the Gillings School of Global Public Health.
- Census: A camera-shot is taken of all registration and matriculated students after the 10<sup>th</sup> day of the semester. The census is the basis for all official University reporting and funding from GA. Any student registered for a course after the census date is not counted.