Dear colleagues,

Thank you for your ongoing commitment to our students while labor negotiations continue. We are writing to provide guidance on grades for the fall quarter.

**Important Takeaways:**

1. Instructors are the final authority on grades.

2. The standard deadline for submitting grades is **December 16 at 5 p.m.** If you are able to submit grades by this deadline, please do so. However, we recognize that many instructors will need additional time to finish grading without support from TAs. **Therefore, the late grade submission window has been extended through January 19 at 5 p.m.**

3. The campus will continue its normal process of issuing NR (No Record) notations for students whose work is ungraded at the time of the grade deadline. Incomplete grades should not be assigned for students whose work is ungraded at the time of the grade deadline. Incomplete grades may only be assigned for students whose work is of passing quality but is incomplete for good cause. Incomplete grades do not provide students with any benefits over an NR notation.

4. If you are not able to submit grades by the December 16 deadline, do not submit any grades via Canvas or WebGrades at that time. NR notations will automatically post to student transcripts the night of the grade deadline for any class for which grades have not been submitted. Instructors do not need to submit NR notations manually. Once NR notations are posted, instructors should follow the process outlined here to submit late grades.

**It is important to provide fall grades for undergraduate students in a timely manner.** Withholding grades can confound our students' financial aid, complicate their ability to enroll in courses (especially courses with prerequisites), make it difficult for them to complete applications for graduate school, or even hinder their ability to graduate. While the university is taking steps to prevent immediate harm to
undergraduate students as a result of any missing grades, submitting fall grades in a timely manner remains a critical instructor responsibility.

We encourage flexibility and creativity about how to preserve continuity of learning and equitable grading. If you have questions about grading or would like to brainstorm ideas for your classes, please contact the Division of Teaching Excellence and Innovation at dtei@uci.edu.

Thank you for your continued thoughtfulness, creativity and resolve. If you have specific circumstances or additional questions that require more focused attention, please do not hesitate to contact the Continuity Support Committee at continuity@uci.edu.

Sincerely,

Hal Stern
Provost and Executive Vice Chancellor
Chancellor's Professor, Department of Statistics

Michael Dennin
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Dean, Division of Undergraduate Education
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