

June 30, 2020

RETROACTIVE GRADE MODE CHANGES FOR COURSES TAKEN SPRING 2020

Dear Undergraduate Students,

In recognition of the multiple stressors on academic performance during Spring 2020, which became especially magnified during the end of the quarter, the Academic Senate is allowing greater flexibilities for retroactive grade mode changes for courses taken Spring 2020.

These flexibilities and instructions are limited to courses taken Spring 2020, and they only apply to undergraduate students. Courses taken any other quarter are subject to the [standard policies and guidelines](#) for retroactive grade mode changes.

Note: P/NP usage can have potential consequences for satisfactory progress, time to degree, financial aid, and postgraduate study requirements. Before requesting to retroactively change from a letter grade to P/NP, we advise you to review this [online FAQ](#). If you have further questions, please consult with your advisors.

Students who were in good academic standing during Spring 2020 (i.e., students who entered Spring 2020 in good academic standing):

Students in good academic standing during Spring 2020 can change their grade mode (from P/NP to letter grade or vice versa) for one or more courses taken Spring 2020 by submitting a petition to the Academic Senate Grade Changes Committee. Approval will be given to all cases submitted for courses taken Spring 2020 aside from the exceptions noted below.

Students who were not in good academic standing during Spring 2020 (i.e., students who entered Spring 2020 not in good academic standing):

Change from P/NP to letter grade. Ordinarily, students not in good academic standing (due to GPA) cannot elect to take courses P/NP. The Academic Senate approved a change to DDR A545A to allow students not in good academic standing to take one or more courses in Spring 2020 on a P/NP basis upon petition and approval by their dean's office. If these students, who received permission from their dean's office during Spring 2020, later want to change one or more courses taken Spring 2020 from P/NP to a letter grade, they can submit a petition to the Academic Senate Grade Changes Committee. Approval will be given to all cases submitted requesting to go from P/NP to a letter grade for courses taken Spring 2020 aside from the exceptions noted below.

Change from letter grade to P/NP. Students who were not in good academic standing during Spring 2020 must receive written approval from their dean's office to retroactively change from a letter grade to P/NP for that course. After receiving this permission, the student can then submit a petition to the Academic Senate Grade Changes Committee. Approval will be given to all cases submitted

with dean's office approval—requesting to go from a letter grade to P/NP for courses taken Spring 2020 aside from the exceptions noted below.

Students, whether or not in good standing, are subject to the following limitations on retroactive grade mode changes:

- If a student repeated a course in Spring 2020 that they originally took for a letter grade, they cannot use the P/NP grading mode for that repeated course.
- For a course that is only offered as P/NP, a student cannot request to change it to a letter grading mode.
- A student cannot request to change the grading mode for a course in which they currently have a “Y” grade.

Submission deadlines for courses taken Spring 2020:

In accordance with standard [policy](#), any petitions to retroactively change the grade mode for one or more courses must be submitted within three academic quarters in residence and prior to graduation. There are two exceptions: (1) Students who graduated in June 2020 will have until September 30, 2020 to submit a retroactive grade mode change petition for courses taken Spring 2020; and (2) retroactive grade mode change petitions for courses taken Spring 2020 that are submitted after these specified deadlines may be approved in exceptional cases with explanation and documentation for the delay in filing the petition (e.g., a student finding out at a later date that they need letter grading for application/admission to professional or graduate school would be a consideration).

Directions for completing the petition form for retroactive grade mode changes for courses taken Spring 2020:

Note: If you have already submitted a petition prior to receiving these instructions on June 30, 2020, you do not need to resubmit a new petition.

- 1) Download the [Retroactive Change Petition](#).
- 2) Fill out the top section on “Personal Information.”
- 3) Fill out the “Course Information.” Note: You must complete a separate form for each course for which you are requesting a retroactive change in grade mode.
- 4) For “Petition Information,” check the box for “Grade Mode Change.” Disregard the writing that says “for graduation purposes only” (that is the standard procedure; we are altering it for courses taken Spring 2020).
- 5) You do not have to provide a “Reason for Request” for retroactive grade mode changes for courses taken Spring 2020 if you are submitting the petition by the deadlines stated above (see “Submission deadlines for courses taken Spring 2020”). If you are submitting this petition after these deadlines, you will need to provide a reason for the late request.
- 6) Sign and date your petition.
- 7) Disregard the section on “Department Use Only.”

- 8) Email your completed petition to gradechanges@ucdavis.edu. (If you are a student who was not in good standing during Spring 2020 and you have received the necessary permission from your dean's office to switch from a letter grade to P/NP, your dean's office will send that approval to the Registrar's Office. You only need to submit your completed petition to gradechanges@ucdavis.edu.)
- 9) You will not be charged a \$3.00 fee.

A copy of this message will be available on the [COVID-19 FAQ for Students](#) webpage and the Academic Senate's [COVID-19 Academic Policies](#) webpage.

Sincerely,

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