**An Informal Guide to Grading Spring 2020**

This informal guide is meant to clarify the grading options and as informal guidance. I have generated this document based on discussions with College administrators, chairs, and faculty. To date, it reflects my best understanding of grading for our department. It also reflects questions that still remain. I am happy to discuss individual cases if you continue to have concerns. You can always reach me by email (Jessica.lang@baruch.cuny.edu) and we can set up a zoom or phone call.

First, I recommend generosity and compassion when thinking through grades. This could mean a few different things. If a student is on the borderline between two grades, my personal recommendation is the higher grade. If a student has failed to turn in an assignment(s), you may want to consider grading the student based on the assignments turned in—or, alternatively, weighting the grade toward the assignments turned in. **If a student has effectively fallen off the grid and is unresponsive to emails, consider that student’s performance before we moved online and after we moved online and judiciously assign a grade that reflects challenges that student may have faced after March 13.**

**Grades:**

Standard letter grades should be awarded based on your modified COVID-19 rubric, class practices, and any leniencies you may choose to implement.

**INC**

Officially, it is college policy that students request an INC (Incomplete); the instructor does not offer the INC as an option. That said, one can advise students to request one. In considering an INC, please review the other grading options that are available this semester only. Keep in mind that even under the best of circumstances, students have trouble completing incompletes. The INC turns into an F **after a semester.** While in the past, the dean’s office has been pretty accommodating about accepting change of grade forms even after the semester is over, the INC may not be in students’ best interests this semester. Given the challenges that students will continue to face going into the summer and fall, an INC doesn’t buy them time in the way it might during a more typical semester. It also doesn’t allow them to turn a failing grade into an NCR (see below).

**WU** (Unique to CUNY)

The WU (Withdrawn Unofficially) is not a well-understood grade. Currently **the WU should be awarded only for students who missed their final exam.** At least that is the language that has been provided. My understanding is that it’s for a student who has ceased participating but has not filed for withdrawal (see below); it cannot be used if a student shows up for the final.

**W**

The W grade indicates that the student is withdrawing from the course. This semester, students may withdraw without penalty until May 14, the last day of classes. Withdrawing from the course means that if the class is a required course, the student must re-take the course. A W does not impact GPA. But it may impact financial aid and academic standing.

**CR/NCR**

The CR/NCR (Credit/No Credit) option is being made available because of our current crisis. It works as follows: the instructor awards the student the letter grade s/he earned. The student sees it on CUNYFirst. Within 20 days of the grade being posted, \*the student\* applies for the CR/NC option. If the grade is a D or higher, a CR replaces the grade. If the grade is an F, a NCR replaces the grade. There is a footnote on the transcript explaining the CR/NCR. The student’s GPA is not impacted either way. If it is a CR, any requirements the course fulfills are considered met (there are a few exceptions to this but they don’t impact the English Department). If the instructor determines a student has done enough work to scrape out a pass, by whatever criteria employed, the instructor can give the student a D, or a C-, and s/he earns the credit and, if fearful of the impact on GPA, can get a CR. If the instructor judges a student has not done enough work to pass, she or he can give the student an F, which the student can convert to a NC (no impact on GPA, no credit earned). It is possible that a NC will impact financial aid and academic standing.

For FAQs, see this site: <https://www.cuny.edu/coronavirus/credit-no-credit-policy/faq/>

**P/F**

[Unofficially] the option for a student to request to take a course P/F is essentially superseded by the CR/NCR option. It makes no sense for a student to request P/F since the terms of CR/NCR are better in every way.