**Grading, Exam & Roster Management Training Document (for CEMS faculty)**

**Updated July, 2018**

### Grading Deadlines

### Grades must be reported to the Registrar’s Office (via myUVM) as soon as possible after the course is completed but not later than 72 hours after the final examination for that course. If the final exam is on the Friday of exam week, grades are due by noon on the following Tuesday.

### Grade Appeals

A student who believes that s/he has received an unfair course grade should first contact the registrar’s office to verify that the grade submitted by the instructor is the same grade the registrar has recorded. If the grade has been recorded correctly, the student should next contact the instructor, department chair (or the chair designate in academic units that do not have chairs), and dean of the college/school in which the course is offered (in that order) to discuss the matter.

The following deadlines must be observed by the student who wishes to appeal a grade (though extensions may be granted by the dean of the college or school offering the course). The student should contact the instructor as soon as possible, and no later than the tenth day of instruction of the fall or spring semester following the assignment of the grade in question.

More detailed information is available on the [Grade Appeals Policy](http://www.uvm.edu/policies/student/gradeappeals.pdf) webpage.

**Key University-Wide Final Exam Policies (from UVM catalogue)**

* No course may conduct more than one in class exam or test during the last two weeks of the semester (week prior to finals week and the week of finals).
* The time and place of each final exam are determined by the registrar under the direction of the Faculty Senate and a schedule is circulated and posted. Any change in the scheduled time or place may be requested by the chair of the department concerned when conditions seem to warrant such special arrangement. Decision on such requests rests with the registrar.
* Students having a conflict in their final exam schedule must notify the faculty concerned of such a conflict not later than the close of business one week prior to the last day of classes for the semester in which the conflict arises.
* Students who are absent from a final exam for any reason must report that fact and the reason, in writing, to their instructor within 24 hours. If the absence is due to any situation beyond the reasonable control of the student (e.g., illness or family tragedy), the instructor must provide the student with the opportunity to complete the course requirements. At the instructor’s discretion, this may be an exam or some other suitable project. The instructor may require evidence in support of the student’s reason for absence.
* If the absence is not reported as provided above, or is not excused by the instructor, the exam is regarded as failed.
* No student shall be required to take four or more final exams in one 36-hour period.
* If a student has four or more proctored in class final assessments in a 36-hour period then, unless a mutually agreeable alternative time can be reached by the student and one instructor, the make-up will be scheduled for the next day after the regularly-scheduled exam. These considerations are subject to the constraints that all exams will be given in the final exam period and all conflicts must be resolved before the start of the final exam period.

Students will select which of the four exams they wish to take at an alternative time. In cases where the instructors in all four sections feel it is impossible to give the exam at an alternative time, and all conflicts are in the same academic unit, the appropriate dean's office, in consultation with the faculty involved, will establish which of the four exams will be taken as a make-up. If the unresolved conflict involves more than one college, the deans of the units in question will resolve the matter. If the deans involved cannot reach agreement, then a person from the provost's office will establish which of the four exams will be taken as a make-up.

**Exams and Grading Policies (in full) – Catalogue 2018-19**

<http://catalogue.uvm.edu/undergraduate/academicinfo/examsandgrading/>

**Grading & Roster Management FAQ’s**

***How do I give a student a registration override?***

Within myVM, click on the ‘Registration Override’ button located in the ‘My Classes’ channel on the ‘Teaching’ tab. Choose the appropriate term from the drop down menu and click ‘Select Term’. Choose the appropriate course from the ‘Course (CRN)’ drop down menu. Enter the student's netID or 95 number. Choose the appropriate override from the ‘Override Action’ dropdown menu. Click ‘Perform Action’. Students then need to go to the registration add/drop page and enter the 5-digit CRN directly in that field and press ‘Submit Changes’. They will not be able to register via the ‘Look Up Classes to Add’ process.

***How do I know what type of override to give?***

You need to ascertain why the student cannot register. Is the course full, requiring a ‘Capacity’ override? (Note that capacity overrides should only be given if the classroom is not yet at capacity). Or is there a restriction on the course based on class, program, college, etc.? Or is it past the first five days of the add/drop period, requiring an ‘Instructor Permission’ override? Students should be able to tell you what kind over error message they are receiving, which will in turn inform you what kind of override you should process if appropriate.

***How do I add a student to my course roster?***

As much as possible, students should manage their own schedules, doing the adding and dropping classes themselves. In rare cases when a student needs to add the class after the add/drop period is over, this action must be completed by the instructor of record. CEMS Student Services does not have the ability to add students beyond the add/drop deadline. Within myUVM, click the ‘Add student to roster’ at the bottom of the class roster. (The button only displays when students are not able to add the class themselves). You’ll need the student’s netID or 95#. Students’ netID’s are available in the UVM directory.

***How do I disenroll a student from my class?***

**>During the add/drop period**

Disenrollment can be completed through the class roster in myUVM. Click ‘Request’ in the Enrollment Change column for the student you wish to disenroll. Choose the disenrollment reason: ‘Did not meet prerequisites’ or ‘Did not meet attendance requirement’ and click submit. The student will immediately be dropped from the class. If you mistakenly disenroll the incorrect student, that student will have to register for the course again. If it is after the fifth day of class, you will need to give the student an override so he/she can re-register. The disenrollment option is only valid through the drop date of the course.

**>End of add/drop through end of term**

After the add/drop period, students can only be disenrolled for having ‘never attended’ the class.

**>After grades have been submitted**

Within the Grading Tab in myUVM, click on ‘Submit Grade Change’. Select the appropriate term, then the appropriate course. Go to ‘Enter Exception Request’ on the bottom right hand side of the page. Enter grade ‘NA’ and note that the student never attended the course.

***How do I change the number of credits in which the student is enrolled in a variable credit course?***

You can change the credit value of a variable credit course for individual students through the class roster in myUVM. Click ‘Request’ in the Enrollment Change column for the student whose enrollment status you wish to change. Select the ‘Credit Change’ option and indicate the number of credits in which the student should be enrolled.

***How do I change the section in which the student is enrolled?***

You can change the credit value of a variable credit course for individual students through the class roster in myUVM. Click ‘Request’ in the Enrollment Change column for the student whose enrollment status you wish to change. Select the ‘Section Change’ option and indicate the section in which the student should be enrolled. You may use the appropriate section letter (e.g. section C) or CRN (e.g. 91976).

***How do I assign an Incomplete?***

The first step is to ensure that the student’s particular situation warrants an Incomplete. The University’s Incomplete policy – as approved by Faculty Senate – is as follows:

***INC:*** *This grade may be assigned when course work is not completed for reasons beyond the student's control. Incompletes require the approval of the student's Dean\*. The incomplete course requirement will be satisfied at the earliest possible date, but not longer than the beginning of the corresponding semester of the next academic year. In cases of laboratory assignments, the student must complete all work the first time that the laboratory experience is offered again. Instructors will fill out an electronic incomplete grade exception request to the student's Dean\* and include the reason for the incomplete as well as the completion date agreed to by the student and instructor. It is the student's responsibility to learn from the student's Dean\* whether the request has been approved, the expected date of completion, and, from the instructor, the nature of all outstanding requirements. Incompletes may be approved for the following reasons: medical, personal tragedy or academic.*

\*For the purposes of this policy, the student’s ‘Dean’ is typically the Office of Student Services in the student’s home college.

Incompletes should not be assigned when a student has stopped attending and has not been in touch with you about the circumstances. Incompletes should also not be assigned when a student’s circumstances are well within the student’s control. You should consult with CEMS Student Services about the reason for the Incomplete, and to discuss whether the Incomplete will be approved. You should also refer the student to CEMS Student Services.

Before the Incomplete, you should discuss a deadline and default grade with the student and CEMS Student Services. You will then enter said deadline and default grade when grading the student in myUVM. The deadline should be the earliest possible date, but no later than the beginning of the corresponding semester of the next academic year. The default grade is the grade the student will earn if the student does not satisfy the course requirements. The Incomplete will automatically revert to the default grade if you do not enter a grade change request by the deadline.

***When and how can a student withdraw from my class?***

**>University withdrawal policy**

The student must act in accordance with the University’s withdrawal policy as approved by Faculty Senate. The withdrawal policy is as follows:

*From the eleventh day of instruction until the second business day after the 60% point in the semester^, students may withdraw from courses. To do so, students must use the registration system to withdraw from the course. The student's advisor(s) and dean(s)\* will be notified. The instructor(s) will be aware of the withdrawal by the Withdraw status on the class roster and the presence of a grade of* ***W*** *on the grade roster. Between the second business day after the 60% point in the semester and the last day of classes, students may withdraw from one or more courses only by demonstrating to their college/school studies committee, through a written petition, that they are unable to continue in the courses(s) due to circumstances beyond their control. Such petition must contain conclusive evidence, properly documented, of the illness or other situation preventing completion of the course(s). Acceptable reasons do not include dissatisfaction with performance or expected grade, dissatisfaction with the course or instructor, or desire to change major or program. If the petition is approved, a grade of W will be assigned and recorded on the student's permanent record. If the petition is denied, the instructor(s) will assign a final grade (A-F) in accordance with the same criteria applied to all other students in the course(s).*

^Withdrawal periods for summer courses differ on a course-by-course basis. Withdrawal dates are published for each section on the class schedule listing page.

\*For the purposes of this policy, the student’s ‘Dean’ is typically the Office of Student Services in the student’s home college.

**>Practices in CEMS**

**Late and retroactive withdrawals are only approved when extenuating circumstances are present. The CEMS Studies Committee governs the late and retroactive withdrawal processes for CEMS students. Currently, the guidelines are as follows:**

* **Requests for late/retroactive withdrawals – NON-MEDICAL**

**The CEMS Studies Committee will review all non-medical late and retroactive full and partial withdrawal requests on a case-by-case basis. The student must demonstrate that they** are unable to continue in the courses(s) due to circumstances beyond their control, e.g. a family emergency or personal tragedy.

* **Requests for late/retroactive withdrawals – MEDICAL**

**If a student wishes to withdraw for medical and/or disability-related reasons from one or more course(s) – or from all courses, i.e. from the University – after the withdrawal deadline, personnel from the Center for Health & Wellbeing (Student Health or Counseling & Psychiatry Services) or Student Accessibility Services must confirm that the student has a condition that warrants consideration for a late withdrawal. The student should be advised to meet with CEMS Student Services to initiate the appropriate paperwork. If the student has been meeting with a third-party provider, the student will need to provide additional documentation. Additional information on the medical withdrawal process may be found here:**

<https://www.uvm.edu/policies/student/medicalwithdrawal.pdf>

**If Student Health, CAPS or SAS sign off on the late medical withdrawal request, CEMS Student Services will process the request. Medically-confirmed retroactive full medical withdrawal requests will also be processed. Any retroactive requests for individual course or partial medical withdrawals will be reviewed and approved or denied by the CEMS Studies Committee.**

***How do I submit grades?***

<https://www.uvm.edu/~rgweb/zoo/Guide_SubmittingGradesOnline.pdf>

***How do I submit grade change requests?***

<https://www.uvm.edu/~rgweb/zoo/Faculty_GradeChangesOnline.pdf>