Because of the disruptions caused by the Covid-19 pandemic, the University of Baltimore is modifying the academic calendar with respect to dates and allowing students to choose alternate grading in some spring 2020 classes. These measures are in effect for spring 2020 only and are designed with the understanding that in moving face-to-face classes to an online format, the university community had to adjust to the new delivery method overnight.

**ACADEMIC CALENDAR**

The academic calendar is being modified to extend the withdraw period to the last day of classes for the session in which the class is offered. Deadlines for active spring semester sessions are:

- 15-Week – May 10
- 7-Week 2 – May 12 (*Please note:* Because of limitations in the student information system, students may withdraw from second 7-week courses online through May 11. Students wishing to withdraw from a second 7-week course on May 12 should contact the Office of Records and Registration records@ubalt.edu to complete the withdraw process.)

Students who withdraw from classes before or on the deadline date will receive a grade of W in the withdrawn course. A grade of W does not affect semester or cumulative GPA, and the credit hours for the course are not calculated in total credits earned; however, W grades do constitute attempted credit for financial aid purposes and therefore count toward total attempted hours for aid eligibility. As always, you should speak with your advisor and a financial aid counselor before withdrawing from a course.

**VIEWING YOUR GRADES**

You will have the opportunity to view your traditional grades before having to make a decision as to whether to choose alternate grading. (A possible exception is if you take an incomplete.) Traditional grades will be available prior to the due date to choose alternate grading to help you make an informed decision. Please be sure to weigh your options before making a decision, and consult with your advisor and financial aid as appropriate. You may use the alternate grading form (link below) to choose one, several, or all of your classes to be switched to alternate grading. If you wish for all classes to remain with traditional letter grading, there is no action needed on your part, and you do not have to complete the form.

The online form for choosing alternate grading is available at:

https://www.ubalt.edu/secure/cnc/index.cfm

This form will remain open to you up to and including June 1, 2020. After that date, it will no longer be available to choose alternate grading.

**INCOMPLETES**

Students may from now until a course is complete request permission from a faculty member to take an I (incomplete) grade in a course. The usual incomplete policies and procedures otherwise apply. Please work with individual faculty members to discuss whether an incomplete grade is appropriate for you. You may elect to resolve a grade of incomplete with a CR/NC grade (if applicable for that course); however, for this alternate grading to apply, you must indicate your preference on the alternate grade form (link is below) by June 1, 2020, even if your incomplete is not changed to a final grade by that date.
ALTERNATE GRADING

For most classes you may choose alternate grading, which is based on grades of CR, CRD, and NC.

- **CR** – Credit earned. This grade will earn credit and may be used to satisfy program/major requirements as well as general education and graduation requirements. The credit will be calculated into total credit earned; however, because the grade carries no quality points, it will have no impact on your semester or cumulative GPA. A grade of C- or higher will convert to a CR grade for students who choose this option.

- **CRD** – Credit earned with a grade of D (Undergraduates only). Credit for a grade of CRD will calculate into the total credit needed for a credential; however, it will not satisfy program/major, general education, and graduation requirements. If you think you will be earning a grade of D in a class, you should speak with an advisor. CRD does not carry quality points and will not impact your GPA.

- **NC** – No credit earned. An NC grade earns no credit and cannot be used to satisfy any requirement. The NC grade does not carry quality points and does not have an impact GPA.

Office of Records and Registration