M E M O R A N D U M

Date: December 4, 2020

To: Faculty and Academic Affairs Staff

From: Christine W. Curtis
Provost and Executive Vice President for Academic Affairs

Brent Wren
Associate Provost

Subject: Important updates for Fall Semester 2020 and for Spring Semester 2021

As we charge toward the end of the Fall semester we would like to share a few pieces of information to help our faculty and students successfully finish the semester.

Pass/Withdraw Grading Option. As was the case last spring, students will be able to opt-in to Pass/Withdraw grading for courses. Students will make this decision on a course-by-course basis after discussing their individual situation with advisors. Faculty will not be informed whether students switch to Pass/Withdraw grading, so please continue to grade as you normally would.

Final Grades. Once we enter the final exam period, it is critical that final grades be submitted in a timely manner so that students can review them and make an informed decision. Students will only have three days to review grades and request a change, so please keep in mind the 48-hour window after your final exam for submitting grades, and **submit grades as soon as possible but not later than December 15.**

Nightly Grade Updates. Please note, the Registrar's Office will be rolling grades nightly so that students are able to quickly review grades and make a decision. This means that once you enter grades in Banner students will be able to see them the next day, unlike years past where grades were held until all faculty had submitted. Any grades changed after they have been submitted and rolled will require you to submit a change of grade form.

Communicate About Spring Semester. Please continue to communicate frequently with your students to help reduce the uncertainty and fear they are facing. It is important to connect with students and reinforce the desire to have them return to UAH and complete their programs of study with us. Please encourage them to register for Spring semester if they have not already done so.

Develop a Continuity Plan for Spring Semester. We ask that faculty develop a continuity plan for their course and include a statement in their syllabus that outlines what you would do in the event of a sudden change (temporary or long-term) in how the course is delivered. To that end, ETL has set up a web page with an example, resources, information, and worksheet to help faculty develop a continuity plan.
https://www.uah.edu/etl/training-resources?view=article&id=14769:instructional-continuity&catid=919:enhanced-teaching-and-learning

On-Campus Courses. It is important for us as a university to fully engage our students, help our students learn, and, whenever possible, bring them to campus for these important interactions. Hybrid courses give us the opportunity during the COVID-19 pandemic to meet the students face-to-face and engage them directly. For students to learn and connect with their peers, faculty, and the campus, it is important for faculty teaching hybrid courses to conduct them in person in the assigned location on the scheduled in-class days. Class meetings in hybrid courses should only be converted to online for pedagogical or health/safety reasons (e.g., the university has to go