

To all instructors:

We have received a number of questions from instructors and departments about how Revised Grading Options, self-report of illness, and student appeals for Winter 2020 work. Please don't hesitate to write if you have further questions: we are working with the University Secretariat and the Registrar's office on responding to queries.

1. The process of choosing a P/NP or a VWCOVID (VWC) takes place AFTER instructors submit grades and is undertaken by students, not instructors.

- **Students make this choice for themselves through UWinsite Student, and there is nothing that instructors need to do during that process.** You submit your grades as normal. Students can self-select P/NP or VWCOVID between the time their grade appears in UWinsite and May 13 at 11:59 pm.
- Because this extra step has been added to the overall procedures this semester, **it is particularly important that grades are submitted on time this year.** This means:
 - *Unofficial final grades for a course shall be submitted to the Dean no later than seven calendar days after the final examination of the course has been written, except in the Faculty of Law. In cases where there is no examination slot, unofficial final grades shall be submitted to the Dean no later than seven calendar days after the close of the examination period.* (Bylaw 54, 2.12)
 - Grade submission follows the same procedures as always, which can be found here: https://www.uwindsor.ca/coronavirus/sites/uwindsor.ca.coronavirus/files/2201_-_grade_submission_reminders_-_pdf.pdf
- FAQs about the Revised Grading Options can be found here: <http://www.uwindsor.ca/registrar/3326/faqs-about-revised-grading-regulations-winter-2020-courses>
- How-to information for students about using the UWinsite Student grade revision module can be found here: http://ask.uwindsor.ca/app/answers/detail/a_id/603/kw/revised%20grading%20options

2. Students are entitled to appeal the grades they receive from their instructors using normal procedures. We encourage instructors and departments to

consider students' best interests. Given the current context, this may in some cases mean that a more flexible and responsive approach may be necessary.

- These normal procedures are outlined in **section 2.17 of Bylaw 54 for undergraduate students**, and in **section 1.12 of Bylaw 55 for graduate students**.
- ***Informal Review:*** *Where a student wishes to review a grade awarded for assigned work at any time during the term the course is being taught, and up to the time the marks are officially submitted to the Office of the Registrar, an informal inquiry can be made to the Instructor responsible for the course. Assigned work includes mid-terms, tests, seminars, essays, final examination and all other academic exercises that will be used in calculating a final grade. The purpose of the inquiry is to review the work submitted and to allow for any adjustment of the grade in question where that change is found to be appropriate by the Instructor. This must be done within the time limit as established by the Instructor, but not later than ten working days after the release or publication of the grade. This review does not preclude the student from appealing the final grade.*
- ***Formal Appeal:*** *When a student believes his/her final grade does not accurately represent his/her academic accomplishments because of incorrect evaluation of work or because of procedural irregularity, he or she can launch a formal appeal.*
- **Administrative appeals (which are appeals for procedural irregularity or incorrect evaluation) for both undergraduate and graduate students can be made according to the procedures below between May 21 - June 11, 2020.**
 - Undergraduate students can launch a formal appeal through UWinsite Student, based on the process described in Bylaw 54, 2.17.
 - Graduate students can launch formal grade appeals following the process outlined in Bylaw 55, 1.12. Letters should be addressed to the Dean of Graduate Studies and emailed to gradst@uwindsor.ca with all supporting documentation.
- **Students who wish to appeal should not choose a P/NP or VWC during the Revised Grading Option period** (which begins when a grade is uploaded to UWinsite student and ends on May 13, 2020), but will have the option to change their grade to a P/NP or a VWC should the administrative appeal be unsuccessful. This process will be managed

through the Office of the Registrar in consultation with the student and the relevant Dean or Dean's delegate.

3. A student self-report of illness interface has been added to UWinsite Student during the COVID-19 period as a temporary measure, intended to assist in the management of what are potentially high numbers of students communicating that they are ill.

- **The process of student self-report of illness changes only two things:**
 - 1) **Students cannot be required to submit a medical note** as proof of illness for the period of March 14, 2020 to May 13, 2020.
 - 2) From April 3 through April 21, **students can communicate that they are ill through UWinsite Student rather than by direct email to instructors.** You should receive a list of students self-reporting in this manner from your AAU on a daily basis. This list will include the student's name and the course for which they are reporting they are too ill to complete a given assessment.
- Students can, as always, request accommodations based on **medical or compassionate grounds, such as, bereavement or serious mental or physical health circumstances, or unanticipated extenuating circumstances** beyond the control of the student (e.g., jury duty, **caring for an ill family member, labour disputes**, etc.). (Bylaw 54, 2.18 and Bylaw 55, 1.11)
- As always, **determinations about how to accommodate student who are too ill to undertake a date-specific assessment are made by instructors, in keeping with any standard procedures within specific Faculties.**
 - They often include options such as a make-up exam or supplemental assessment, the assignment of an Aegrotat based on the successful completion of the majority of the evaluations, as defined under the appropriate Faculty policy.
 - Instructors can also assign Incomplete, with the expectation of completion of an alternative assessment within a six-week period, after which an INC reverts to a 0.
- This self-report of illness measure is consistent with measures implemented at many institutions in response to COVID19. We encourage all instructors to keep the best interests of students in mind during this difficult time. Information about how students can use the self-report of

illness module can be found
here: http://ask.uwindsor.ca/app/answers/detail/a_id/577

- Please feel free to pass this information on to your students.

4. Procedures related to cases or suspected cases of academic misconduct have not changed, and are outlined in [Bylaw 31: Academic Integrity](#).

If you are uncertain about procedures and processes during this period, please reach out to your department head, associate dean responsible for either graduate or undergraduate studies, or your dean first, as there are many aspects of these practices that are guided by faculty-level policies and decision-making. If you are still uncertain, please contact the Provost's Office, the University Secretariat, or the Registrar's Office as needed. The University is keeping a full record of communications to students and instructors in the relevant webpages at <http://www.uwindsor.ca/coronavirus/>.