

Guidance for Changing of Grading Options

Please see the [2020.03.26 message from Drs. Hackett and Buckley](#) to graduate students regarding the possibility of changing the grading option from A-F to S-U-F .

Below is additional operational guidance for advisors, program directors and course directors:

- At their discretion, a student can initiate requests for changing their grading option by contacting their advisor and program director. An initiation/approval process is being developed by VCU Records and Registration. Although this is a dynamic situation, it is anticipated that requests will be reviewed by advisors, program directors and the Graduate Education Office in SOM as part of the approval process.
- The review and approval process WILL NOT BE perfunctory. All requests should be reviewed carefully and some requests might not be approved. For example, a request that would impede a student's progress toward degree completion in spring 2020 or impede their return to making satisfactory academic progress might not be in the best interest of the student. Students should be counseled in all cases.
- A student can request changes on a course by course basis. A student DOES NOT need to change the grading option on all courses. All students enrolled in a course DO NOT need to change their grading option. This means that for an individual course, some students might be graded A-F and other students might be graded S-U-F.
- Course directors must assign grades according to the approved grading options.
- Students are strongly encouraged to initiate requests for changing the grading option by May 13th. The VCU deadline for students to initiate requests is May 15th.
- At this time, final grades are due May 12th. This means that grades might need to be changed retroactively. More guidance will be forthcoming.

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