ATTENDANCE, GRADING, AND EXAMINATION

Class Attendance Policy

This policy applies only to University approved class absences (listed below). For final examination absences see the Policy on Final Examinations.

Regular class attendance is a student obligation. Students are responsible for all of their work, including assessments, tests, and written work, and for all class meetings. If a course instructor chooses to take attendance and sees that a student misses three or more consecutive class meetings or misses more classes than the course instructor thinks advisable, the instructor may report the facts to the student’s advisor and/or academic dean.

No right or privilege exists that permits a student to be absent from any class meetings, except for these University Approved Absences:

1. Authorized University activities
2. Disability/religious observance/pregnancy, as required by law and approved by Accessibility Resources and Service (https://ars.unc.edu/) and/or the Equal Opportunity and Compliance Office (https://eoc.unc.edu/what-we-do/accommodations/) (EOC)

Instructors may work with students to meet attendance needs that do not fall within University approved absences. For situations when an absence is not University approved (e.g., a job interview or club activity), instructors determine their own approach to missed classes and make-up assessments and assignments.

The University’s policy regarding University approved absences as well as the instructor’s course-level policies are communicated to students via the instructor’s course syllabus on the first day of class.

Students are encouraged to communicate with their instructors early about potential absences and are reminded that they are bound by the Honor Code (http://catalog.unc.edu/policies-procedures/honor-code/) when making a request for a University approved absence.

Notification of University Approved Absences

1. Authorized University Activities: Students acting as official representatives of the University who are participating in University-sanctioned activities (e.g., student government congresses, official athletic competitions, music competitions, academic conferences, etc.) will be granted a University approved absence.

Request for approval of an absence due to participation in a University-sanctioned activity must be sent by the program sponsor or other responsible University official to the University Approved Absence Office (https://attendance.unc.edu/) which will verify the

validity of the request. The program sponsor, or other responsible University official, is responsible for contacting the University Approved Absence Office (https://attendance.unc.edu/) to request a University approved absence for University-sanctioned activity, when possible at least two weeks in advance of the date(s), or as soon as possible if the date(s) occurs within the first two weeks of the semester, or within the first two days of a summer session. This policy applies to fall, spring, and summer terms. The University Approved Absence Office communicates the University approved absence to the course instructor prior to the date(s) of the scheduled absence(s). The request may be for a single activity or a series of activities, but it must include the student name and date of the event, the date and time when the student is expected to be absent, and the date and time that the student is expected to return to class.

2. Accommodations for disability/religious observance/pregnancy, as required by law:

   a. Accessibility Resources and Services verifies University approved absences for students by their office. ARS contacts those students’ instructors directly.

   b. Religious Observance: Pursuant to North Carolina General Statute 116-11(3a), students are authorized at least two University approved absence(s) per academic year for religious observance/practices required by their faith. Students who wish to request University approved absences for religious observance required by their faith should review the University’s Policy on Religious Accommodation and follow the procedure set out in that policy for requesting such absences. After an absence is approved under that policy, the University Approved Absence Office communicates the University approved absence to the course instructor(s) prior to the date(s) of the schedule absence(s).

   Students are responsible for contacting the Religious Accommodations Advisory Committee to request a University approved absence for religious observance at least two weeks in advance of the date(s), or as soon as possible if the date(s) occurs within the first two weeks of the semester. This policy applies to fall, spring, and summer terms.

   Primary holy days for religious observance are noted on a web-based interfaith calendar (http://www.interfaithcalendar.org). The Web-based calendar should not be interpreted as an exhaustive list of holy days that the University will recognize for purposes of religious accommodations.

   c. Pregnancy and Related Medical Conditions: Students who wish to request University approved absences for pregnancy and related medical conditions should review the University’s Policy on Pregnant and Parenting Students and should contact the Equal Opportunity and Compliance Office (https://eoc.unc.edu/what-we-do/accommodations/) for approval. After an absence is approved under that policy, the University Approved Absence Office will communicate the University Approved Absence to the course instructor(s) prior to the date(s) of the schedule absence(s).

3. Significant health condition and/or personal/family emergencies as approved by the Office of the Dean of Students (https://odos.unc.edu/), Gender Violence Service Coordinators (https://womenscenter.unc.edu/resources/gender-violence-services/), and/or the Equal Opportunity and Compliance Office (https://eoc.unc.edu/what-we-do/accommodations/). Once the Office of the Dean of Students, Gender Violence Service Coordinators, and/or the EOC has approved the information, they will then request that the University Approved Absence Office issue a University approved
absence notification to the student’s instructor(s). The University
Approved Absence Office will inform the course instructor in advance
if the reason for the University approved absence is planned, or as
soon as possible if the reason for the absence was not foreseen.

Instructors will not receive further explanation or clarification
of University approved absences beyond notification from the University
Approved Absence Office.

Make-up Coursework and Assessment

All students with University approved absences will be treated fairly and
equitably, regardless of the reason for the absence.

Instructors will provide reasonable alternatives that permit course
objectives and learning outcomes to be met. Alternatives may include
a make-up exam, alternative assessment, an additional paper or project
equivalent intellectual effort, an electronically-mediated participation
opportunity, a due date extension, or other option that allows students
to demonstrate what they have learned without being penalized for
the University approved absence. It is a University expectation that
instructor be prudent, fair, and equitable when a students misses an
assessment due to a University approved absence. Course policies
should avoid inequities, including discrepancies in preparation time for
in-class versus make-up exams, missed opportunities to take and learn from
an assessment, and policies that penalize students who must use their
dropped grade option for a University approved absence.

The Undergraduate Testing Center (http://testingcenter.web.unc.edu/)
provides a secure, proctored environment for administration of makeup
assessments, tests, and exams for undergraduate and graduate courses
throughout each term. There are regularly scheduled session times each
week in addition to the Center’s traditional use during final exams time.
Please see the center’s web site for more information and instructions
as well as teaching and learning resources provided by the Center for
Faculty Excellence (https://cfe.unc.edu/).

Appeals

Given the swift and cumulative nature of a semester, an instructor
should contact a student with a preliminary alternative plan within
three business days of receiving notification of a University approved
absence, or sooner if the absence takes place during a summer term.
The student must respond to the instructor within two business days
of receiving the alternative plan and discuss details with the instructor.
After receiving the final alternative plan from the instructor, if a student
feels that a reasonable alternative was not provided, they may submit an
appeal within three business days to the instructor’s chair or the chair’s
designee.

At any time, a student may file a report alleging that the University
has failed to provide reasonable accommodations for the student’s
religious beliefs, disability, or pregnancy or related medical condition
pursuant to the University’s Policy on Prohibited Discrimination,
Harassment and Related Misconduct (https://eoc.unc.edu/our-policies/
ppdhrm/) (PPDHRM). The student may file a report under the PPDHRM
following an unsatisfactory appeal determination by the instructor’s
chair or the chair’s designee. Alternatively, the student may bypass the
University Approved Absence Office appeals process altogether and
proceed directly to filing a report under the PPDHRM. If a student first
files a report under the PPDHRM, the University Approved Absence
Office’s appeals process will be stayed until a determination has been
made under the PPDHRM.

Final Examinations

(Maintained by the Education Policy Committee. Resolution 2017-5, passed
on April 21, 2017; Resolution 2017-5.1, passed on May 15, 2017)

This policy applies to all undergraduate courses across the University.
Undergraduate courses taught on campus must include a final
assessment of students’ mastery of course material (i.e., final
examination) unless the provost grants an exception. A traditional final
examination is administered at a predetermined time as specified in the
official final examination schedule (http://registrar.unc.edu/academic-
calendar/), and takes place at a designated location in Chapel Hill. Any
other type of final examination is considered nontraditional.

The final examination schedule, announced prior to the beginning of the semester, sets the day and time for each examination. No examination
may start later than 7:00 p.m. Once having been established, the
schedule cannot be changed. Traditional final examinations must be
held at the day and time shown on the schedule unless an exception is
granted as described below.

Only the provost can grant exceptions to the scheduled day or time of
teachers, in consultation with the appropriate department head and the dean. Examinations (except for laboratory
sections) may be held at a time other than that specified in the general
schedule except with the advance approval of the provost.

A course instructor may, due to highly unusual circumstances, petition
for a change in the examination schedule. The instructor must submit
the request in writing to his or her chair no later than the last day of
registration for that term, and it must be cleared by the chair and
the appropriate dean (e.g., Associate Dean, Academic Advising) before
consideration by the provost. If the petition is approved, the course
instructor assumes responsibility for making special arrangements to
give the examination to any student who has a schedule conflict as a
result of the change. This process only applies to requests to change a
day or time for an individual section.

Requests to combine all sections of a specific course into one final
exam day and time (regardless of the number of sections involved),
is considered a request for a Common Hour exam and has an earlier
deadline for submission. Requests for all common hour exams must be
cleared by the chair and the appropriate dean approved by the provost.
Requests for common hour exams must be made to the registrar the
first week of February for fall semester final examinations and the first
week of September for spring semester final examinations. There is no
exception to this deadline.

No graded quizzes or exams (excluding in-class presentations) may
be given during the last five days of the semester (last two days of the
session for summer school) before the beginning of the final examination
period.

For a standard three-credit-hour course, the University has a required
time period, which includes 180 minutes of instruction in each semester (see UPM #29 – Definition of a Credit
Hour (http://registrar.unc.edu/academic-services/policies-procedures/
university-policy-memorandums/upm-29-definition-of-a-credit-hour/)).
Thus, the University requires instructors to provide a full three hours of
instruction for final assessment purposes (e.g., written final examination,
presentations, portfolio review, performance, review and evaluation, or
some combination of these assessments). It is up to the discretion of
the instructor of record to determine the form, content, and function of
the final examination (e.g., whether it is cumulative; whether it is a three-hour exam or a shorter exam preceded or followed by a period of review; etc.). A traditional final examination should not exceed a period of three hours. Only examinations requiring an exceptional portion of practical work should be longer than three hours (e.g., student teaching).

Chairs (i.e., heads of instructional units) must give permission for faculty members to use nontraditional examinations. Examples of nontraditional examinations include those requiring more than three hours to complete; or other final assessments such as a portfolio of a semester’s work, a final project, or a take-home examination. For multidisciplinary and cotaught courses, permission to give a nontraditional examination must be granted solely by the chair of the instructional unit in which the course is based. Even when faculty members have permission to administer nontraditional final examinations, the scheduled examination period must be utilized for instructional hours. The chair should submit to their academic dean’s office an annual summary of the exceptions that were granted.

Students who are absent from an examination receive a course grade of AB (absent), which is equivalent to F (zero quality points), or FA (absent and failing regardless of performance on the final examination). When students are unable, for reasons clearly beyond their control, to take a traditional final examination at the scheduled time, they can be excused only by the director of Campus Health Services or their academic dean (who can issue an “examination excuse”). An absence may be excused for severe health problems leading to the student’s placement on the Infirmary List by either Campus Health Services or Counseling and Psychological Services, for significant personal or family circumstances, for religious observances required by the student’s faith, for a scheduling conflict involving multiple examinations at the same time, or when a student has three or more final examinations scheduled in 24 hours. In cases of illness, personal or family emergency, or religious observance, additional documentation may be required by the dean. Primary holy days for religious observances are noted on a Web-based interfaith calendar site (http://www.interfaith-calendar.org/). Students are responsible for providing the course instructor and the dean a written request for an excused absence from a final exam for a religious observance or for a scheduling conflict involving multiple examinations no later than the last day of classes. Students must be given the opportunity to make up final exams missed due to an excused absence.

For any University undergraduate courses offered entirely online or via other distance modalities, exams will be offered and must be completed during the scheduled final examination period, but requirements concerning the time of day and place of the exam will be appropriate to the course’s mode of delivery. Self-paced courses are exempt from both the time and place requirements of the exam policy and the requirement that exams be granted solely by the chair of the instructional unit in which the course is based. Even when faculty members have permission to administer nontraditional final examinations, the scheduled examination period must be utilized for instructional hours. The chair should submit to their academic dean’s office an annual summary of the exceptions that were granted.


**Infirmary List, they should see the dean of their college as soon as possible.**

**Academic Dean**

If students know in advance that they must miss one or more final examinations because of illness, religious observance, or other serious problems, they should notify in writing both the course instructor and the dean of the school in which they are enrolled no later than the last day of classes. If this is not possible, they should see their dean as soon after the fact as possible. For students in the College of Arts and Sciences, only the associate dean for advising (or designee) is authorized to issue examination excuses for reasons other than three exams in 24 hours or two exams at the same time. For other students, only the dean of the school in which the student is enrolled has that authority. The dean may require documentation of a student’s religious observance, illness, or problems.

Assuming that a student did not take a final examination for one of the reasons previously cited, the dean will issue an official examination excuse, which the student must present to the course instructor when arrangements are made for a suitable time to take the final examination.

A student who has three final examinations scheduled by the Office of the University Registrar within a 24-hour period or two scheduled at the same time may request to his or her dean’s office for permission to have one of the scheduled examinations rescheduled. In the event that one of the scheduled examinations is a common final examination for a multiple-section course, that examination is the one to be rescheduled.

Students who have secured an examination excuse or an official permit and who transmit the document to the instructor or the instructor’s chair or dean must be granted permission to take the exam at an alternate time, although students will need to arrange a mutually convenient time with the instructor. Except when the provost has provided an exception in writing, the exam will be taken at a time subsequent to the regularly scheduled exam, though no later than the end of the following semester.

The final examination in any course may be taken only by regularly enrolled members of the class whose registration has been certified and by students certified to be eligible to take a special examination in that course. The certifying authority is the Office of the University Registrar.

Each student is required to sign a full and explicit Honor Code pledge certifying that he or she has neither given nor received aid during the examination.

**Grading System**

**Permanent Letter Grades**

A letter-grade and plus/minus system for evaluating academic performance is employed for all undergraduates. Each letter grade corresponds to a number of grade points. Each letter-graded course receives a numerical value of quality points (quality points equal grade points times semester credit hours per course) to use in determining a student’s average (per credit hour) in a particular term and to find a student’s cumulative grade point average (per credit hour).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Each student is required to sign a full and explicit Honor Code pledge certifying that he or she has neither given nor received aid during the examination.
To determine the grade point average for a term, first determine the total quality points earned in the term by multiplying the number of grade points awarded for each course by the course's assigned number of semester credit hours and adding the resulting quality points earned for each course in the term. Then divide the total quality points earned in the term by the number of semester credit hours attempted (for letter grades) in the term.

### Example

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Grade Points</th>
<th>x</th>
<th>Credit Hours</th>
<th>=</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course A</td>
<td>C+</td>
<td>2.3</td>
<td>x</td>
<td>3.0</td>
<td></td>
<td>6.90</td>
</tr>
<tr>
<td>Course B</td>
<td>B-</td>
<td>2.7</td>
<td>x</td>
<td>3.0</td>
<td></td>
<td>8.10</td>
</tr>
<tr>
<td>Course C</td>
<td>B</td>
<td>3.0</td>
<td>x</td>
<td>4.0</td>
<td></td>
<td>12.00</td>
</tr>
<tr>
<td>Course D</td>
<td>C-</td>
<td>1.7</td>
<td>x</td>
<td>3.0</td>
<td></td>
<td>5.10</td>
</tr>
<tr>
<td>Course E</td>
<td>A-</td>
<td>3.7</td>
<td>x</td>
<td>1.0</td>
<td></td>
<td>3.70</td>
</tr>
<tr>
<td>Course F</td>
<td>F</td>
<td>0.0</td>
<td>x</td>
<td>1.0</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Course G</td>
<td>A</td>
<td>4.0</td>
<td>x</td>
<td>3.0</td>
<td></td>
<td>12.00</td>
</tr>
</tbody>
</table>

Total quality points earned: 47.80
Total graded hours: 18.0
Term grade point average: 47.80 ÷ 18.0 = 2.656

Grades earned and semester hours attempted at other institutions are not included in the calculation of the University grade point average.

Records of progress are kept by this institution on all students. Students can access official semester grades in ConnectCarolina at the end of the term. Questions about access to student official grades or grade reporting should be directed to the Office of the University Registrar.

### Temporary Grades (IN and AB) and FA Grades

Any student who ceases to attend a class without officially being dropped or withdrawn may receive a temporary grade of AB or IN or a permanent grade of FA.

Students who do not complete all requirements in a course by the end of the semester, but who could pass the course if they did, receive a temporary grade of IN (incomplete) or AB (absent from the final exam) in place of a permanent letter grade. Grades of IN and AB do not affect grade point average. Students who do not complete the course requirements within a specified period of time are assigned permanent F* grades on their academic transcripts by the Office of the University Registrar.

The instructor must report the grade of AB for any student who did not take the final examination and who, by taking the final examination, could pass the course. This AB grade later converts to an F* unless the student arranges to take the final examination before the last class day of the next scheduled semester (fall or spring). If the student cannot pass the course regardless of a final examination performance, the instructor must report the grade FA. The grade of FA (cannot pass the class) is a permanent failing grade. A grade of F may be assigned instead of a temporary grade or a grade of FA when a final examination is not required in the course.

The grade IN may only be assigned by an instructor to a student who took the final examination in a course but did not complete some other course requirement (including signing the honor pledge) and who, by virtue of completing that missing work, might pass the course. Unless removed
within eight weeks of the beginning of the regularly scheduled semester (fall or spring) following its assignment, an IN converts to an F*.

Absence from a final examination may be officially excused only by the student’s dean or the director of Campus Health Services or Counseling and Psychological Services. Please see “Final Examinations” above for information about final examination excuses.

**Important Rules and Procedures Pertaining to AB and IN Grades**

The decision to report an IN grade is solely the responsibility of the course instructor; however, a student may present proper justification for the instructor's consideration.

Temporary grades should be cleared by completing the work outstanding, preferably no later than the start of the following semester. The deadline for clearing a temporary grade of AB or IN is the last class day of finals for the next regularly scheduled semester or the instructor-provided deadline, whichever is earlier.

If students intend to remove IN or excused AB grades, they should not officially enroll in the course(s) during the next semester or summer session. If recommended by the course instructor, a student may attend by officially auditing a part of that instructor’s section of the course or another instructor’s section of the same course in which the temporary grade was awarded.

If a student enrolls in a course in which a temporary grade has been previously received, the second enrollment is taken as evidence that the student could not or is not permitted to remove the temporary grade. This results in replacing the temporary grade by F* after the deadline for removing the temporary grade. The grade earned during the second enrollment is also reported on the student’s academic transcript and is used along with the F* grade in the computation of a cumulative grade point average.

**Other Grades and Notations**

A notation of BE (By-Examination) is entered in the grade column of academic transcripts if students are awarded credit for a course as a result of evaluation by departmental, Advanced Placement, International Baccalaureate, or SAT II Subject Test examinations. BE credit confers credit hours and can be used to fulfill General Education requirements. For first-time, first-year students entering UNC–Chapel Hill in fall 2009 or thereafter, no more than two courses (six to eight credit hours) of BE credit can be applied to a minor in the College of Arts and Sciences. BE credit may not be used to satisfy cumulative grade point average requirements for majors or minors.

A notation of NG (no grade) is not used by individual instructors but rather is assigned by the Office of the University Registrar when a permanent grade is pending a judicial review by the Honor Court.

A notation of PL (placement) is entered in the grade column of academic transcripts if students are awarded exemption for a course as a result of an evaluation that would ordinarily place them in a succeeding course. PL does not confer credit hours.

There are some courses for which only a grade of PS (pass) or F (fail) can be awarded. For most other courses, students may opt to take a class on a Pass/Fail basis (http://catalog.unc.edu/policies-procedures/registration-enrollment-withdrawal/).

A grade of SP (satisfactory progress) may be used in the first course of a departmental undergraduate honors program. The honors program runs through two semesters, and a final grade is not reported until completion of the second course. When the final grade is reported, the previously assigned SP grade must be changed to the appropriate permanent letter grade by an official grade change form. Credit hours are awarded for the first honors course only after a letter grade replaces the SP grade. An SP grade is not computed in the grade point average.

A notation of W (withdrawn) is entered in the grade column of academic transcripts if students are permitted by their school to drop a course after the eighth week of classes or a proportional equivalent for summer terms and other nonstandard enrollment periods. This notation is automatically entered unless the student's academic dean specifies otherwise.

When a course is dropped between the second and eighth week of classes, a grade of WC (withdrawal by choice) shall be recorded and used internally for tracking and reporting purposes. For external purposes, a withdrawal by choice is equivalent to the W notation. Once recorded, a WC cannot be rescinded unless it is determined the student withdrawal was due to extenuating circumstances.

A notation of XF is entered to indicate that a student has not passed a course as the result of an Honor Court violation. The grade of XF can be replaced by a final grade of F if the student follows prescribed steps to remediate the violation.

A blank space or a grade of NR (not reported) is shown in the grade column when the instructor has not submitted the official grade for the student.

**Repeating Course Enrollments**

See Registration, Enrollment, and Withdrawal (http://catalog.unc.edu/policies-procedures/registration-enrollment-withdrawal/).

**Grades Earned at Other Institutions**

With the exception of courses taken via interinstitutional registration (http://catalog.unc.edu/policies-procedures/registration-enrollment-withdrawal/), grades earned and semester hours attempted at other institutions are not included in the computation of a grade point average at the University. A grade point average earned at another university may not be used to restore academic eligibility; however, academic hours earned at another university may be used to restore academic eligibility if the student is lacking only credit hours and has a satisfactory grade point average. Special rules regarding transfer courses apply; see Transfer of Credit (http://catalog.unc.edu/admissions/undergraduate/) and Academic Eligibility (http://catalog.unc.edu/policies-procedures/academic-standing/).

**Grade Appeals**

The grades of H, HP, P, LP, L, A–, B+, B, B–, C+, C, C–, D+, D, DS, F, FA, F*, and numerical grades in the Law School are considered permanent grades. Once reported, the instructor’s grade report may not be changed except under certain conditions. For a grade change to be considered, it must be based upon one or more of the following grounds and upon allegation that the ground or grounds cited influenced the grade assignment to the student’s detriment:

- Arithmetic or clerical error
- Arbitrariness, possibly including discrimination or harassment based on the race, color, gender, national origin, age, religion, creed,
disability, veteran’s status, sexual orientation, gender identity, or gender expression of the student

• Personal malice
• Student conduct cognizable under the Instrument of Student Judicial Governance

A grade appeal must be made no later than the last day of classes for the succeeding fall or spring semester.

Grade Appeals Correcting a Clerical or Arithmetical Error

An instructor who has reported an incorrect grade for a student because of an error in calculating the grade, or in entering it on the official grade roster, may change the grade to one of the other letter grades, provided this change is made no later than the last day of classes of the succeeding fall or spring semester. Grade changes are submitted online using the Grade Change Request process, with electronic approvals required by the instructor, the department chair, and student’s dean’s office.

Other Grade Appeals

Any student who protests a course grade shall first attempt to resolve this disagreement with the instructor concerned. (As explained in the preceding paragraph, an instructor may change a permanent grade only when a clerical or arithmetical error is involved.) Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. Such appeal must be made no later than the last day of classes of the succeeding fall or spring semester.

Students should present the appeal in writing to the dean of their school (students in the College of Arts and Sciences must submit it in writing to the associate dean for advising). The dean will refer the appeal to the administrative board of his/her school, which will meet to consider whether the student has offered sufficient grounds for referring the appeal to the chair of the department concerned. If the administrative board determines that further review by the academic department is appropriate, the department chair will then appoint a committee to consider the appeal and will make a recommendation to the administrative board based on the committee’s findings. The administrative board will make the final decision, and no change of grade will be made except as a result of the decision by the board. The chair will report such decision to change the grade to the Office of the University Registrar.