1) IMPLEMENTING A STUDENT GRADE OPTION CHANGE TO CR/NC DURING SPRING 2020:

THIS PROCESS WILL BE POSTED AT REGISTRAR.UNM.EDU

The Registrar's Office understands that not all students and not all faculty may have the ability to download, print and sign paper forms.

For the remainder of the Spring 2020 term until May 21, 2020, in support of COVID-19 Emergency Measures for Student Academic Success,

Students opting-in to a CR/NC grade mode may send an email from their student @unm.edu email or @salud.unm.edu email account to their instructor's @unm.edu or salud.unm.edu email account requesting the grade mode change to CR/NC.
- Subject line of the student's email should read: **Request Grade Mode Change**
- The email must include the student's UNM ID and the CRN and course code (showing department, course number, and section, e.g. POLS 496.003) of the course for which CR/NC grading is being requested.

Faculty should:
- Respond from their @unm.edu or @salud.unm.edu email account
- Address response to INSTR_UPDATE-L@list.unm.edu
- Cc: the student
- Confirm approval of the request in the body of the response

Records and Registration staff will process the requests and REPLY ALL to confirm that the requested action has been completed.

Use of @unm.edu or @salud.unm.edu email accounts is critical as it authenticates the identity of the student and the faculty member.

Faculty should recommend that students consult with program advisors and faculty to ensure they are making informed decisions about the use of CR/NC grades since there may be specific licensure requirements for letter grades to consider.

The Registrar's Office team is working to implement changes to the Degree Audit system so that it does not flag Spring 2020 CR/NC grades as problems.

The Registrar will not charge students for the change to CR/NC grades, nor will the Registrar charge if a student dropped courses and wishes reinstatement.