UNCGenie Instructions for Opting into the Undergraduate Academic Relief Package

The grading options made available by the Spring 2020 Academic Relief Package will be activated in UNCGenie beginning Monday, May 18, 2020.

Follow the step-by-step instructions below to opt-in to Satisfactory/Unsatisfactory grading or to withdraw without academic penalty. Remember, once submitted, all selected options are final and will not be changed.

Remember, the deadline for opting into the Spring 2020 Academic Relief Package is 11:59 pm on Monday, June 1, 2020. Once submitted, all selections are final and will not be reversed. No deadline extensions will be granted.

1. Log in to UNCGenie
2. Select Student Services and Financial Aid
3. Select Student Records
4. Select Undergraduate Grading Option Change

5. From here, you will be able to see your Spring 2020 courses, final grades, and the permitted grade change action.
6. Choose the desired *Grade Change Action* (where applicable) for each course. You can:
   - Keep your assigned letter grade
   - Change to a Satisfactory (SA) grade for courses in which you earned a C- or above
   - Change to an Unsatisfactory (US) grade for courses in which you earned a D+ or below
   - Withdraw without academic penalty (WE) for any eligible courses

7. Once you have finalized your selection for each eligible course, click *Submit*.

8. Review the *Requested Changes* column. If your selections are correct, click *Submit* to confirm your choices.

   **IMPORTANT NOTE:** Once the Submit button is clicked, all opt-in choices are FINAL and cannot be changed.

9. You will now see your new Spring 2020 grades, including any opt-in selections, reflected on the Final Grades summary.

   **IMPORTANT NOTE:** Please allow 1-2 hours for new final grades to be reflected in GPA calculations. Updates to your Academic Standing will be made, where applicable, following the Academic Relief Package deadline. Notification updates will be sent to students on June 2, 2020.
Remember, all Spring 2020 Academic Relief Package options must be finalized in UNCGenie by 11:59 PM on June 1, 2020. No deadline extensions or exceptions will be granted.