



SUNO Campus Grading Policy in Response to COVID-19

Fall Semester 2020

The COVID-19 pandemic has contributed to a significant disruption in the teaching-learning process for our students and faculty. We wish to remain flexible and responsive to student issues and hardships that have arisen as a result of COVID-19. In response to the challenges faced by students and to maintain academic integrity and quality instruction, Southern University at New Orleans has established grading guidelines that will facilitate student academic progress. Faculty Advisors, Department Chairs, Directors of Academic Programs, Deans of Colleges, the Registrar and other support staff will provide guidance to students as they consider these grading options and assess their impact on their academic progression.

Important Fall 2020 Academic Calendar Revisions to Note

- The Commencement Exercises scheduled for December 5 is canceled because of continued COVID-19 Pandemic. The Commencement Exercises of May 08, 2021, will combine all degree completers of Summer 2020, Fall 2020 and Spring 2021.
- The last day of class for all students (graduating and non-graduating) is November 24, as scheduled.
- Seniors Final Exams scheduled for Nov. 16-17 are rescheduled to December 01 to 05 along with non-graduating students.

Grade Options

All courses will be graded using the normal grading system. Final grades for all Fall courses are due on **Wednesday, December 9, 2020**. Students will be allowed time to review their final grades, make informed decisions about their academic record, and indicate how they wish to proceed until December 11, 2020. Once grades have been reviewed, the following options will be available:

- If a student accepts the final grade, no action is necessary. The reported final grade will become permanent on the academic record.

- **PASS GRADE OPTION**

A student may elect to convert a grade earned in a course to a **Pass**. The **Pass** grade is reserved for final grades of A, B, or C for undergraduate courses; a D grade is also acceptable if considered a passing grade in the undergraduate program. The **Pass** grade is reserved for final grades of A or B for graduate courses; a C grade is also acceptable if considered a passing grade in the graduate program. Students who want to convert a grade earned in a course to a **Pass** will need to complete an **Electronic Request to Receive a Pass Grade Form** after due consultation with the Faculty Advisor. The form will be routed electronically through the Department Chair, the Dean of the College, and the Vice Chancellor for Academic Affairs to the Registrar. **The deadline for submission of this form to the Registrar is December 18, 2020.**

- **WITHDRAWAL (W) GRADE OPTION**

A student may elect to withdraw from a course (or courses) with the grade of 'W'. The **Withdrawal (W) grade** is more appropriate for final grades of D or F for undergraduate courses. The **Withdrawal (W) grade** is more appropriate for final grades of C, D, or F for graduate courses. If this option is exercised, the student will need to complete the **COVID-19 Electronic Request to Withdraw** form after due consultation with the Faculty Advisor. The form will be routed electronically through the Department Chair, the Dean of the College, and the Vice Chancellor for Academic Affairs to the Registrar. At each checkpoint along the way, the student may seek advice of all possible implications a withdrawal could have on all aspects of their academic and student career. **The deadline for submission of this form to the Registrar is December 18, 2020.**

- **INCOMPLETE (I) GRADE OPTION**

Adjustments have been made to the Incomplete (I) grade policies. Deadlines for removing an Incomplete grade (I) have been extended. Students receiving an "I" at the end of the Fall 2020 semester will be given an extension until **April 30, 2021**, to complete the requirements of the course and earn a letter grade. Faculty may assign "I" grades to students who are passing the course but were unable to complete course requirements due to circumstances beyond the student's control. The final decision for awarding an "I" grade rests with the Class Instructor. Students should not on their own submit an "I" grade request without concurrence of the Class Instructor. The routing process of an "I" grade petition appropriately endorsed by the student and the Class Instructor shall be as for a Pass or W petition.

The above campus-specific policies are for the **Fall 2020 semester only**, and may be extended if necessary. SUNO will include a transcript note, “Semester of COVID-19,” on all academic records to indicate the extraordinary circumstances of the Fall 2020 semester.

Inquiries on this document should be directed to the Registrar at email address gdavis@suno.edu, or by phone to 504-286-5175.

Please Note:

- **In all instances, students must contact their Faculty Advisor, Instructor, Chair, and Dean of the College as may be necessary to determine how decisions will affect their continued academic progress related to prerequisites, co-requisites, and clinical/didactic enrollment for future semesters, as well as, professional programs, and other eligibilities.**
- **No quality points are assigned to a grade of “Pass,” nor is there any impact on the student’s GPA. Students will work with appropriate offices to determine impacts including, but not limited to, TOPS, financial aid, scholarships, and any other eligibility.**
- **All communication from students must originate from their SUNO email account.**
- **All associated COVID-19 Academic Request Forms are located on the Registrar’s Office webpage.**

November 06, 2020