

# SOUTHERN UNIVERSITY AT NEW ORLEANS

## Academic Guidelines in Response to COVID-19 Pandemic

### EXTENSION TO SUMMER 2020

The COVID-19 pandemic created unprecedented interruption to student learning during the mid-semester of Spring 2020. This unfortunate development warranted a rapid adoption of Remote Instruction of all classes. As a result of the challenges faced by students, faculty and staff due to the change in mode of course delivery, the Southern University System established general guidelines to enable individual campuses to develop flexible guidelines with due consideration to students' various difficulties resulting from the COVID-19 disruptions.

**As the COVID-19 pandemic interruption continued into Summer2020 Semester, warranting classes to be conducted 100% Online, this academic guideline is hereby extended to include Summer 2020, with minor adjustments. The guideline may be further extended if necessary.**

Below are guidelines for students, faculty and staff, with great focus on establishing a flexible grading system that individual students may choose after final grades are made available. Students are strongly advised to consult with their Academic Advisors, Department Chairs, Deans of Colleges, financial aid staff and others before making decisions concerning any of the options. It is important to consider implications for professional school admissions, cumulative grade point average at graduation, and financial aid for continuing students, etc.

#### Guidelines and Grade Options

1. **Final Examinations** shall be held on July 20 and 21, as scheduled, and grades are due in the Registrar's Office by July 24, 2020.

2. **Grade Options**

**All courses will be graded using the existing grading system which is published in the University Catalog.** If a student is satisfied with the normal grading system, no further action is required on the part of the student. The grades will be posted on the transcript. If a student is not satisfied with the normal grading system, Southern University at New Orleans provides the following three options to assist the student:

- **Retroactive Withdrawal (W)**

A student may withdraw retroactively from a course or courses using an electronic, modified Withdrawal Form specifically designed to reference COVID-19 flexibility. The course(s) will appear on the transcript with a W designation indicating that the student withdrew from the course. The transcript will reflect that

the 'W' occurred during COVID-19 disruption. The electronic withdrawal form is due in the **Registrar's Office by Friday, July 31, 2020.**

- **Incomplete (I) grade**

A student may petition to receive an Incomplete (I) grade. Per the existing policy, the student initiates the request with the Instructor of Record using the form designed for that purpose. For this policy, the form is electronic and is modified to carry a note that this is in respect to COVID -19 flexibilities. The Instructor of Record having assessed the student, will determine the amount of academic work required to remove the 'I' grade to receive an appropriate letter grade. The form makes it clear that it is the student's responsibility to satisfy all requirements for changing the 'I' grade to a satisfactory permanent grade, and should this not be done, the 'I' grade will automatically become an 'F' on the transcript. **An 'I' grade request not endorsed by the Instructor of Record will not be reviewed.** The 'I' grade petition form is due in the **Registrar's Office by Friday, July 31, 2020.** Instead of a six-week time frame to meet the requirement for 'I' grade removal, the time frame is extended to the **end of the Fall 2020 semester.**

- **Pass/Fail (P/F) grade**

To provide additional flexibilities for students, students may request a **Pass/Fail** option which will be recorded on the transcript as **'P' or 'F'**. As with the 'W' and 'I' grades, students are strongly encouraged to seek consultation with their Advisors, Department Chairs or College Deans before selecting this option. The **Pass** grade is reserved for final grades of C or better, with the exception of programs where a D grade is acceptable for the particular course. For graduate programs, the **Pass** grade is reserved for grades of A or B, unless a grade of C is acceptable for the particular course. A 'P' or 'F' grade has zero quality points and will not lower or raise the grade point average. An electronic request form, reflecting COVID-19 flexibility, shall be used to process this option. The form is due in the **Registrar's Office by Friday, July 31, 2020.**

**Effective Date: July 24, 2020**



