

SOUTHERN UNIVERSITY AT NEW ORLEANS

Academic Guidelines in Response to COVID-19 Pandemic

SPRING 2021 ADAPTATION

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 the Spring 2021 Semester, warranting continued virtual teaching of classes, the academic guideline is hereby extended to include Spring 2021, with minor adjustments.

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 as scheduled on the Spring 2021 Academic Calendar and grades are due in the Registrar's Office as scheduled. The Academic Calendar is accessible at www.suno.edu via Current Student or Academic Affairs links.

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, May 21, 2021**.

- **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, May 21, 2021**. 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 2021 semester**.

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

To provide additional flexibilities,, 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, May 21, 2021**.

The above campus-specific policies are for the **Spring 2021 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 Spring 2021 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](#).

April 23, 2021