



MEMORANDUM

To Graduate Students
Fr Dr. Clay Gloster, Interim Dean, The Graduate College
Re Alternate Grading Opportunity for Graduate Students in Response to COVID-19
Date March 30, 2020

This alternate grading opportunity covering grades earned during the Spring 2020 semester is effective April 15, 2020, and will remain in effect until June 30, 2020. The accommodation is provided for all graduate-level courses taken in graduate and professional programs and is made in response to significant changes made in the delivery of instruction due to the novel coronavirus or COVID-19 pandemic. This alternate grading opportunity is being extended rather than making any changes to the length of the semester or to the credit hours assigned each course.

Students who are planning to continue their education in a doctoral or other graduate program are strongly encouraged to talk with their advisor or graduate program coordinator before choosing the alternate grading opportunity.

Grading

1. All courses will be graded as usual by the instructor, and the earned grade applied.
2. Faculty members will not be aware of which students request the Pass/Fail grade, which will be represented by P-1= Passing with a C or better.
3. If a student requests the alternate grading system, the Banner system will convert the grade to P-1, if a passing grade was earned. If a failing grade was earned, the student will be informed and offered the opportunity to request a retroactive withdrawal from the course. The course can be retaken at another time with no impact on the student's allowable repeats. This accommodation is only applicable to courses taken in the Spring 2020 semester.
4. Any student who wishes to drop all classes must instead withdraw from the semester and use the official university withdrawal process.
5. A grade of P-1 will not be factored into the student's grade-point average.

Requesting the Alternate Grading System

1. Graduate students may request a grade of P-1 for one or more courses in which they are enrolled during the Spring 2020 term.
2. The request for the alternate grading must be made in writing. Requests may be submitted beginning April 15 and ending June 30, 2020. **The official form to make this request will be released online prior to April 15.**

3. Students who wish to change from P-1 back to the A-F grading system will have one opportunity to do so and must use the Change of Grade Form to make that request.
4. A note will be placed on the transcripts of all students who enrolled in courses during the Spring 2020 semester to indicate the health emergency that challenged all students to adapt quickly to online learning.

Incomplete Grades Assigned During Fall 2019

1. Students who earn an Incomplete during the spring 2020 semester shall have three months, from the beginning of the Fall 2020 semester to complete the necessary work and apply for a grade change.
2. The deadline for clearing Incompletes earned during the Spring 2020 term will be November 15, 2020.