



**University of Louisiana Monroe  
Office of Academic Affairs  
COVID-19 Academic Guidelines Spring 2020**

The necessary responses to the COVID-19 pandemic has created an extraordinary time for our faculty, staff, and students. In transitioning all courses and services for students to alternatives to face-to-face formats, ULM recognizes that this significant disruption is difficult for our students. Unfortunately, not every student is in an environment that is conducive to learning after this transition. Since these circumstances are beyond students' control, ULM is instituting new withdrawal "W" dates, new incompletes "I" dates, and a new temporary Pass/Fail option for courses to allow our students the flexibility to handle their own unique circumstances. Below is ULM's comprehensive institutional statement which, at a minimum, clearly outlines all options available to students and identifies associated deadlines.

1. Withdrawal "W" dates have been extended to allow for additional decision-making time. If you wish to pursue a "W" here are the new deadlines:
  - Full spring semester- May 1, 2020.
  - Second 8 week term- May 4, 2020.

Students are expected to commit themselves to courses as early as possible in order to succeed in their courses. **Before withdrawing from any course**, please be sure to evaluate your decision with your instructor and the appropriate advisor or staff. Decision may impact financial aid, scholarships, international student visa status, scholar-athlete status, housing, health insurance plan and other such significant areas which may impact you academically, personally or financially.

2. Incomplete "I" policies should be revised or suspended so that a student has the ability to continue with coursework past the end of the semester.

The new revised policy for the Spring 2020 only will be that **students must complete all "I" coursework by December 10, 2020**. If you wish to pursue an "I" in a class, you must be aware of financial aid implications when an "I" is issued in relation to aid and scholarships.

3. All courses will be graded as normal (letter grade). Policy will be established which permits a student to elect to take a pass/fail option after final grades are posted. This option will be for those students who are otherwise not best accommodated by an Incomplete or Withdrawal. Such a policy will be developed in consultation with faculty, department heads, deans, registrars, and other relevant administrators. To ensure there is continuity across the UL System, a 'P' is defined as a C or better in an undergraduate course and a B or better in a graduate course.

### **Pass/Fail Option Policy for Spring 2020**

This Pass/Fail option allows students to decide on an individual course basis if they want to receive a grade of P or F instead of a letter grade of A, B, C, D, or F. The grade of P would be assigned for work that would have received a grade of A, B, or C, while the grade of F would be applied to a D or F. The assignment of P or F would occur after the instructor submits grades, meaning that the instructor will not be notified that the student has selected this option. The effect of taking the P/F option would be to designate that the student had passed or failed the course. There will be no impact on the student's GPA if they receive a P, as no quality points are assigned; the GPA would only be affected if the student receives an F, as it will be assigned 0 quality points.

Please note, however, that this option has implications for a student's future financial aid and post-graduate career. While receiving a P will give a student credit for the course, this grade does not have any effect on a student's GPA, which might affect their ability to retain a scholarship or eligibility at ULM. Also, some graduate schools, such as medical and professional schools, do require a particular grade in certain classes, and they might not accept a P as meeting their requirements. Therefore, before pursuing this option, students are required to talk with their advisor about the possible implications of this option on their academic career.

Students will have until 3:00 p.m. on May 14, 2020 to make a decision and process the required paperwork if they choose to pursue this option for a course. The process for taking this option is as follows:

1. The student will fill in the relevant data on the P/F Option Form such as student information and course number
2. The student will meet with an advisor to discuss the implications of taking this option and to get the advisor's approval. In the event that face-to-face contact with advisors is not possible, this meeting and approval can be in the form of an e-mail from the advisor or a scanned copy of signed form from the advisor.
3. After receiving approval from the advisor, the student must obtain approval from the Dean of their own college. Again, if face-to-face meeting is not possible, this approval can be in the form of an e-mail or a scanned copy of the signed form from the Dean's Office.
4. The Dean's Office will forward the approval to the Registrar's Office. After grades for the course are assigned by the instructor, the Registrar's Office will make the appropriate change in Banner to reflect a P or F for the student.

5. P/F grades earned or any other adjustments to a student's record resulting from COVID-19 will be noted on a student's transcript through an established uniformed approach.
6. If an accrediting body requires a course to be graded (such as clinically online courses), that course will not be eligible for the P/F option. Specific courses in this category will be identified by program coordinators or faculty and enrolled students will be informed of the ineligibility.

If you wish you pursue this grading option, you must be aware of all the possible scenarios as a result of this option. Please be sure that this option is the best for your own academic future. Academic advisors will be made available to offer professional guidance to help students decide what is in their best interest in regard to Spring 2020 academic records. All academic advisors will become familiar with new COVID-19 Academic Guidelines. Students will be informed of all options available to them and of the impact their future GPA and transcript. **The decision to move from a letter grade to pass/fail option is irreversible. This is especially important for the future of TOPS and Academic Recognition scholarships.**

University of Louisiana Monroe will accept 'P' grades earned during this time as acceptable minimum grades for purposes related to a course transfer within the UL System when applicable. However, students must be informed that if transferring to another school outside of Louisiana, the agreement might put the student at a disadvantage when competing for spots in medical, graduate or professional schools.

All these deadlines will only be effective for the Spring 2020 semester during the COVID-19 current scenario.