



**Policy Title**  
**COVID-19 Special Grading Policy**

**Policy Number**  
**1-411**

<b>Responsible Unit:</b> Southern University Law Center	<b>Effective Date:</b> April 8, 2020
<b>Responsible Official:</b> Vice-Chancellor for Academic Affairs	<b>Last Reviewed Date:</b> N/A
<b>Policy Classification:</b> Academic Affairs	<b>Origination Date:</b> April 8, 2020

**I. Policy Purpose**

The purpose of this policy is to inform SULC faculty, staff, and students of the manner in which final grades will be awarded during an academic semester that has been interrupted or impacted by the COVID-19 pandemic and is being implemented in accordance with and pursuant to the COVID-19 Academic Guidelines (Attachment A) issued by the Southern University System.

**II. Policy Scope**

This policy applies to full-time faculty, adjunct faculty, staff, and students.

**III. Policy Compliance**

This policy will impact how the final grades are recorded on a transcript of a student in response to the COVID-19 Academic Guidelines issued by the Southern University System.

**IV. Policy Definitions**

**Academic Semester/Session Interrupted or Impacted by the COVID-19 Pandemic**

Any academic semester or session during which the delivery of the program of legal education is modified due to the COVID-19 pandemic or a civic order associated with the pandemic.

### Student Grade Election Procedures

The procedures which a student must use to have grades awarded by their professors changed to a different grade of “P” or “W.”

### Grades Available Due to Student Grade Election Procedure

A letter grade of “P” will result in a student passing the course thereby earning course credit; however, the grade is not factored into the student’s grade point average.

A letter grade of “W” will appear if a student decides to withdraw from a course. Such a course must be taken over by the student and passed in order to earn course credit.

A letter grade of “F” is considered a failing grade.

### Student Grade Election Form (Attachment B)

The form which must be completed by a student in order to change a grade pursuant to this policy.

## **V. Policy Development and Implementation Procedure**

The policy was created in accordance with and pursuant to COVID-19 Academic Guidelines issued by the Southern University System on April 3, 2020. The policy was developed by the Vice Chancellor for Academic Affairs and discussed with the faculty on April 3, 2020. As an Administrative policy, the policy was implemented by the Chancellor on April 8, 2020. The Vice Chancellor for Academic Affairs will be charged with implementing and enforcing this policy.

## **VI. Policy and Applicable Procedures**

- A. The Spring 2020 semester and Summer 2020 session have been designated herein as semesters/sessions interrupted or impacted by the COVID-19 pandemic.
- B. All SULC courses will be graded using the normal grading system for the Spring 2020 semester.
- C. The date to withdraw from a course, during the Spring 2020 semester without earning a failing grade, has hereby been extended until April 15, 2020.
- D. During the Spring 2020 semester, once final grades are awarded and posted, the following Student Grade Election Procedures are available to students:
  - 1) A student can elect to keep each grade originally awarded by a professor.
  - 2) A student can elect to change a passing grade to a letter grade of “P.” Passing grades are A, A-, B+, B, B-, C+, C, C-, D+, D, and D-.
  - 3) A student shall not elect to change a failing grade. A letter grade of “F” is a failing grade.
  - 4) A student shall not be permitted to change a letter grade of “D” or “D-” to “P” if the student had a cumulative grade point average of less than a 2.5 in the immediately preceding semester. However, such a student may be permitted to withdraw from the course.

- 5) A student may elect to withdraw from any class and the grade originally awarded in that course by the professor will be removed from the student's transcript. A student must repeat a course from which he/she elects to withdraw under these procedures, unless that course is not required for graduation.
  - 6) If a student is awarded an incomplete grade during the Spring 2020 semester, such student will have until September 30, 2020 to satisfy the incomplete grades, unless additional time is granted by the Vice Chancellor for Academic Affairs.
- E. The Student Grade Election Procedure described above shall be available to a student for fourteen days after the student's final grade is posted by the Office of Records and Registration, unless extended by the Vice Chancellor for Academic Affairs.
- F. Under SULC's existing policies, a passing grade earned while employing a "Pass/Fail" system, is not used in the calculation of a student's grade point average. A "P" grade awarded as a result of the student election procedures above will also not be used in the calculation of a student's grade point average.
- G. Any student choosing to utilize the Student Grade Election Procedures stated above, must complete and sign a form evidencing his or her election. This form, which will be developed by the Office of Records and Registration, must be reviewed by an Academic Counselor/Instructor. The Academic Counselor/Instructor will also sign the form indicating that s/he have advised the student of the implications of the decisions contained on the Student Grade Election Form.
- H. A student who entered the Spring 2020 semester on academic probation and fails to raise their cumulative grade point average to at least a 2.0 at the completion of the Spring 2020 semester, will not be academically dismissed. Such a student will not be permitted to enroll in school during Summer 2020 session. Such a student who fails to raise their cumulative grade point average to at least a 2.0 at the end of the Fall 2020 semester will be academically dismissed.

## **VII. Policy History and Review**

This policy was created in response to the impact of the COVID-19 pandemic. The policy became effective on April 7, 2020. The policy is temporary and, as such, not subject to a review cycle.

## **VIII. Publication of Policy**

This policy is published on the Southern University Law Center website at [www.sulc.edu](http://www.sulc.edu).

**IX. Policy Approval**

This policy was approved by:

s/ John K. Pierre  
John K. Pierre  
Chancellor, Southern University Law Center

April 8, 2020  
Date

s/ Ray L. Belton  
Ray L. Belton, Ph.D.  
President-Chancellor – Southern University and A&M College System

\_\_\_\_\_  
Effective Date of Policy

s/ Domoine D. Rutledge  
The Honorable Attorney Domoine D. Rutledge  
Chairman – Southern University System Board of Supervisors

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Effective Date of Policy

# APPENDIX A

## Southern University System Academic Guidelines

### SOUTHERN UNIVERSITY SYSTEM

### COVID-19 ACADEMIC GUIDELINES

As we manage the day-to-day operations of our campuses, we acknowledge the fact that the COVID-19 pandemic has contributed to a significant disruption in the normal activities for our students, faculty and staff. We commend them for their successful transition to various forms of remote delivery of instruction and student support services. We are committed to ensuring that our students receive quality instruction and support as we demonstrate flexibility in our processes to meet the needs of our community of scholars. Consequently, the Southern University System has established academic guidelines that will assist the faculty and staff in making decisions that will facilitate student academic progress. These student-centered guidelines will apply to all of the institutions of the Southern University System:

1. All courses will be graded using the normal grading system. A campus policy should be established that permits a student to request a Pass/Fail (P/F) option or a withdrawal after final grades have been posted for individual and/or all courses. This policy should be developed in consultation with faculty, chairs, deans, registrar, students and other relevant administrators.
2. Withdrawal dates and the time needed to satisfy a grade of Incomplete should be extended. The maximum time the Southern University System will allow a student to satisfy a grade of Incomplete is up to the end of Spring Semester 2021. Individual campuses have the flexibility of setting shorter completion times.
3. Advisement is encouraged for all students who decide not to receive a grade through the normal grading system to understand the implications of that decision.
4. In the Southern University System, calculations of Pass/Fail (P/F) will not be used in determining scholarship eligibility.
5. Any Pass/Fail (P/F) grades earned during the COVID-19 pandemic should be noted on the student's transcript through an approach that is uniform.
6. All campuses should establish guidelines for withdrawals, incomplete and pass/fail within the parameters of the Southern University System Guidelines.
7. Each campus will establish a communications model that will provide guidance to students as they consider these options. Campus policies will be published no later than April 8, 2020.

Effective Date: April 3, 2020

# SOUTHERN UNIVERSITY LAW CENTER

## OFFICE OF RECORDS AND REGISTRATION – STUDENT GRADE ELECTION FORM

This form was created pursuant to SULC’s COVID-19 Special Grading Policy. The form allows a student to elect to receive a grade which is different from the grade that was awarded by their professor. This form must be submitted within the timeframe permitted in SULC’s COVID-19 Special Grading Policy.

Student Name		Student No.		Date of Correction	Academic Counselor	
<b>Course No.</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Professor</b>		<b>Grade Submitted</b>	<b>Change Made P/W</b>

**Initial      Attestation**

\_\_\_\_\_ I understand that changing my letter grade to “P” means my current class ranking and GPA may be impacted.

\_\_\_\_\_ I understand that changing my letter grade to “P” means I still receive credit for completing the course, but the “P” is not factored into my GPA.

\_\_\_\_\_ I understand that changing my letter grade to “W” means I will not receive credit for the course this semester and the grade originally awarded will be removed from my transcript.

\_\_\_\_\_ I understand that changing my letter grade to “W” means I must repeat the course if I want to receive credit for the course.

\_\_\_\_\_ I understand that changing my letter grade to “W” may delay my anticipated graduation date.

\_\_\_\_\_ I understand that all changes to my grades are final.

\_\_\_\_\_ I acknowledge that I consulted with my Academic Counselor prior to signing this grade change form.

Student \_\_\_\_\_ Date \_\_\_\_\_

Academic Counselor \_\_\_\_\_ Date \_\_\_\_\_

Vice Chancellor \_\_\_\_\_ Date \_\_\_\_\_

Chancellor \_\_\_\_\_ Date \_\_\_\_\_