

# Policy Title

# COVID-19 Special Grading Policy

**Policy Number**

**1-411**

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

1. **Policy Purpose**

The purpose of this policy is to inform SULC faculty, staff, and students of the manner in which 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 issued by the Southern University System.

# Policy Scope

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

# 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.

# 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

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

# 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 (which are attached). 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.

# Policy and Applicable Procedures

1. The Spring 2020 semester and Summer 2020 session have been designated herein as semesters/sessions interrupted or impacted by the COVID-19 pandemic.
2. All SULC courses will be graded using the normal grading system for the Spring 2020 semester.
3. 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.
4. 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.”
	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.
5. 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.
6. 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.
7. 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.
8. 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.

# 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.

# Publication of Policy

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

# Policy Approval

# This policy was approved by:

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# John K. Pierre Date

# Chancellor, Southern University Law Center