



**POLICY TITLE**  
**COVID-19 Special Grading Policy**

**POLICY NUMBER**  
**1-004**

<b>Responsible Unit:</b> <i>Office of Academic Affairs and Workforce Development</i>	<b>Effective Date:</b> <i>04/08/2020</i>
<b>Responsible Official:</b> <i>Vice Chancellor for Academic Affairs and Workforce Development</i>	<b>Last Reviewed Date:</b>
<b>Policy Classification:</b> <i>Academic Affairs</i>	<b>Origination Date:</b> <i>04/08/2020</i>

**I. POLICY STATEMENT AND RATIONALE**

The purpose of this policy is to provide guidance to Southern University at Shreveport (SUSLA) faculty, staff, and students regarding the awarding of final grades 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. The policy establishes a flexible grading system that individual students may choose after final grades for the spring 2020 semester are made available. This policy offers a response to the challenges faced by students, while maintaining academic integrity and quality instruction. This policy establishes grading guidelines that will facilitate student academic progress. The Faculty, Academic Advisors, Department Chairs, and Academic Deans, the Registrar and other support staff will provide guidance to students as they consider these grading options and assess their impact on their academic progression.

**II. POLICY SCOPE AND AUDIENCE**

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. The policy will impact students enrolled for the full-term of the spring 2020 semester and the B Term spring 2020 semester.

### **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 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”, “I”, or “W.”

#### *Grades Available Due to Student Grade Election Procedure*

A letter grade of “P” will result in a student passing the course. A “P” 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. Students must be re-take and pass the course if they wish to earn course credit.

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

### **V. POLICY IMPLEMENTATION PROCEDURES**

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 Workforce Development in consultation with the faculty, chairs, Divisional Deans, and faculty senate on April 7, 2020. As an Administrative policy, the policy was implemented by the Chancellor on April 8, 2020. The Vice Chancellor for Academic Affairs and Workforce Development will be charged with implementing and enforcing this policy.

### **VI. POLICY RELATED INFORMATION**

Final grades are due on Friday May 15th. The last day for Southern University at Shreveport (SUSLA) students to drop a class has been extended to Monday June 1, 2020, after they have seen their final grades and in order to support a more informed decision on the overall effect of the semester on their transcript. After students have reviewed their final grades in May, they will have several other options concerning their courses:

Students passing a course at mid-term is eligible to receive an incomplete “I” grade. Normal guidelines for “I” grade completion state work must be completed six weeks into the consecutive full semester. This requirement will be waived. Any student requesting an incomplete “I” grade will have until December 16, 2020 to complete all necessary coursework. Students who desire to receive an “I” grade must make the request of their instructor. The instructor will then complete the Incomplete Grade paperwork (See Attachment B) which details the remaining assignments the student must complete. The form is then submitted to the registrar’s office. The Incomplete Grade paperwork is an electronic form which can be completed and submitted by email to the Registrar’s Office. The course will appear on the transcript with a grade of “I” until the course work is completed, and the instructor submits the “Change of Grade” (See Attachment C) form with the 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.

**Deadline for submission of request to receive an “I” grade is Thursday, April 30, 2020, the last day of classes and before final exams.**

To provide additional flexibilities for students, students may request a Pass/Fail option (See Attachment D) 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 and Divisional 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.

A Pass/Fail course has zero quality points. This grading structure does not raise or lower the grade point average. However, this grading structure can have an impact on certain types of financial aid. Students considering this option should speak to their appropriate financial aid advisor. Students are strongly encouraged to seek consultation with their Advisors, Department Chairs and Divisional Deans before selecting this option.

**Deadline for submission of request for a Pass/Fail is Monday June 1, 2020.**

Once students receive their final grades, they may decide to drop a course. To drop a course, students will need to make an electronic request (See Attachment E). The request will be forwarded to the appropriate department chair. After the department chair discusses the decision with the student, if approved, the request will be forwarded to the appropriate dean for final approval. The form will be routed to the Registrar’s Office. The course will appear on the transcript with the “W” designation.

**Deadline for submission of request to drop a course is Monday June 1, 2020.**

Once students review their final grades, students may make the decision to keep an assigned grade for the course. If so, the student will not be required to perform any action. Students are strongly encouraged to seek consultation with their Advisors, Department Chairs and Divisional Deans before selecting this option.

## **VII. POLICY HISTORY AND REVIEW CYCLE**

This policy was created in response to the impact of the COVID-19 pandemic. The policy became effective on April 8, 2020. The policy is temporary and is subject to an annual review cycle.

## **VIII. POLICY URL**

This section identifies the Southern University at Shreveport (SUSLA) website where the SUSLA policies are archived – [www.susla.edu](http://www.susla.edu).

Withdrawal, Add/Drop, Incomplete, and Pass/Fail forms found at [www.susla.edu/registrar](http://www.susla.edu/registrar).

## **POLICY APPROVAL**

This policy was approved by:

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***Rodney A. Ellis, Ed.D.***  
*Chancellor, Southern University at Shreveport*

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***Effective Date of Policy***

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

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***Effective Date of Policy***

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***The Honorable Attorney Domoine D. Rutledge***  
*Chairman - Southern University System Board of Supervisors*

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***Effective Date of Policy***

## Attachment A

### 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

## Attachment B

SUSLA Request for an Incomplete "I" Grade Form

(This document will be converted for use as a Dynamic Form)

**Policy Governing Incomplete Grade**

- An Incomplete grade (**I** grade), may be requested by a student who has done satisfactory work in a course but has not completed all course requirements **due to extenuating circumstances beyond the student’s control.**
- The student is responsible for making satisfactory arrangements with the faculty member for completion of course requirements.
- An Incomplete grade must be removed by the faculty member by the end of first 6 weeks of the following semester.
- If the faculty member fails to resolve the Incomplete grade within specified deadline, the University Registrar will assign the permanent grade of “F”.

**STUDENT INFORMATION** (to be completed by the student):

**Semester:**  Fall  Spring  Summer I or II  Summer III  LPN **Year:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **SUSLA ID#** \_\_\_\_\_  
*Last First Middle*

**Phone:** ( ) \_\_\_\_\_ **SUSLA Skymail (Email):** \_\_\_\_\_ @ skymail.susla.edu

**I request an incomplete grade for the following course:**

CRN	Course Prefix	Course Number	Section Number	Credit Hours	Course Name

**Reason for Request:**


**Acknowledgement:** By my signature, I acknowledge that I understand the terms governing the request for an Incomplete grade as outlined above.

**Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FACULTY INFORMATION** (to be completed by the instructor of record):

**Additional Work Required to Complete the Course** (these directions should enable your department to complete the grade, should you not be available):


**NOTES:**

- An “I” grade may not be assigned without completion of the Request for an Incomplete (“I”) Grade.
- Faculty must submit this form to the Registrar’s Office by the grade submission deadline for the semester in which the Incomplete grade is to be issued.

**Instructor’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Division Dean’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Registrar’s Office Use Only</b>
<b>Date Changed:</b>
<b>Date Verified:</b>
<b>Processed by:</b>

## Attachment C

### SUSLA Change of Grade Request Form

(This document will be converted for use as a Dynamic Form – Faculty Only Access)



**Policy Governing Change of Grades**

All course grades except “I” grades are intended to be final and permanent when posted by the faculty of record. It is expected that faculty will arrive at and report final grades as accurately and precisely as the nature of the evaluation of student achievement and the grading system will permit. It is the faculty’s direct and personal responsibility to ensure that grades are fair and reported correctly the first time. Final grades cannot be improved by submission of ‘make-up’ work’ after grades have been submitted by the instructor at the end of the term.

If an error occurs in the calculation or recording of a grade, it can be corrected only by the faculty of record completing a Grade Change Form which must include the items listed in the University Catalog.

The form must have the signature of the instructor and division dean and must be forwarded to the Vice Chancellor for Academic Affairs for final approval. Requests for grade corrections must be submitted to the Registrar’s Office by the Vice Chancellor for Academic Affairs within six weeks of the next regular enrollment period.

No grade will be changed after twelve (12) months following the completion of the course in question. This provides ample time to have a grade formally and successfully appealed. Students must appeal in writing to the Vice Chancellor for Academic Affairs within six (6) months following the completion of the course.

This form authorizes the Registrar’s Office to make a grade change to a student’s permanent academic record. The information must be **typed** and **supporting documentation attached** for processing (i.e., roll book information, test scores, exams, etc.).

Date Requested: \_\_\_\_\_

<input type="checkbox"/> Division of Allied Health and Nursing	<input type="checkbox"/> Division of Business, Math, Science and Technology
<input type="checkbox"/> Division of Arts, Humanities, Social Sciences and Education	Early College/Dual Enrollment

**Semester:** (Indicate semester and year of grade change)

Fall: \_\_\_\_\_ Summer I: \_\_\_\_\_  
 Spring: \_\_\_\_\_ Summer II: \_\_\_\_\_  
 LPN: \_\_\_\_\_ Summer III: \_\_\_\_\_

**I hereby request a Grade Change for:**

Student’s Name \_\_\_\_\_  
 SUSLA Banner ID or Last Four Digits of SSN \_\_\_\_\_ or XXX-XX-\_\_\_\_\_  
 Course Registration Number (CRN) \_\_\_\_\_  
 Course Prefix & Course Number \_\_\_\_\_  
 Course Title \_\_\_\_\_

**Grade Change** Original Grade: \_\_\_\_\_ New Grade: \_\_\_\_\_

**Rationale for Grade Change:** \_\_\_\_\_

**Required Signatures:**

_____ <b>Instructor</b> (type name and sign)	_____ Date
_____ <b>Division Dean</b> (type name and sign)	_____ Date
_____ <b>Vice Chancellor for Academic Affairs and Workforce Development</b>	_____ Date
_____ <b>University Registrar</b>	_____ Date

<b>Grade Posted By:</b>	Date
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Attachment D

SUSLA Pass/Fail Grading Option Request Form

(This document will be converted for use as a Dynamic Form)



**Records and Registration**  
**COVID-19 Pass/Fail Grading**  
**Option Request Form**

**Policy Governing Pass/Fail Grading Option**

To provide additional flexibilities for students, 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 and Divisional Deans before selecting this option. The Pass (P) 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.

A Pass/Fail course has zero quality points. This grading structure does not raise or lower the grade point average. However, this grading structure can have an impact on certain types of financial aid. Students considering this option should speak to their appropriate financial aid advisor.

This form is for **Spring 2020 only**. This emergency accommodation will allow the listed course(s) to change from graded to pass/fail when submitted by **June 1, 2020**.

**Name:** \_\_\_\_\_ **SUSLA ID#** \_\_\_\_\_  
*Last First Middle*

**Phone:** \_\_\_\_\_ **SUSLA Skymail Email:** \_\_\_\_\_@skymail.susla.edu  
*NOTE: This request must be submitted from a SUSLA email address. Requests from other email addresses will not be processed.*

Enter the subject, course number, section number, and class number for each course that you would like to change to Pas/Fail grading. Example: Subject (ex: ENGLISH), CRN (ex. 10001), Course Prefix (ex. SENL), Course Number (ex: 101S), Section Number (ex: 001)

**I request the pass/fail grading option for the following course(s):**

Subject	CRN	Course Prefix	Course Number	Section Number

**Acknowledgement:** I understand that by typing my name in the signature box, I am providing my electronic signature. This certifies my authorization to change the listed course(s) from graded to pass/fail.

**Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

3050 Martin Luther King, Jr. Drive  
 Shreveport, Louisiana 71107  
[www.susla.edu](http://www.susla.edu)

Phone: (318) 670-9229  
 FAX: (318) 670-6344  
 registraroffice@susla.edu

Registrar’s Office Use Only
<b>Date Changed:</b>
<b>Date Verified:</b>
<b>Processed by:</b>

## Attachment E

### SUSLA Add/Drop Form

(This document will be converted for use as a Dynamic Form)

Year: _____	Term: <input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer I
			<input type="checkbox"/> Summer II
			<input type="checkbox"/> Summer III

Name: \_\_\_\_\_ SUSLA Student ID#: \_\_\_\_\_

**Check this box if the student is under the advisement of the Center for Student Success (0-31 earned college credit hours).**  
 Instructions: Complete all information before returning this form to the Registrar's Office by the established deadlines. Students seeking an override should return this form before the official census date for the semester. See the Southern University at Shreveport academic calendar for deadline dates and fees. **This form must be typed for processing.**

A D D	Course Registration Number (CRN)	Course Prefix	Course Number	Section Number	Faculty's Signature	Override Reason			
						*1	**2	**3	*4
						Class Closed	Time Conflict	Maximum Hours Exceeded	Other

Reason/Justification for Adding: \_\_\_\_\_

Current Total Semester Credit Hours (SCH): \_\_\_\_\_ Semester Credit Hours (SCH) with Overload: \_\_\_\_\_

**Overload Approval:** 19 hours constitutes an overload (Fall and Spring) and 10 hours constitutes an overload for a single Summer term. A student may take up to 21 hours in Fall or Spring and 15 hours (combined terms) for the Summer with approval of the Vice President for Academic Affairs, the appropriate academic dean and advisor, provided the student has maintained a cumulative grade point average of 3.0 or above prior to the overload request.

_____ <b>Advisor's Signature/Date</b> <b>Center for Student Success Advisor's signature required for students with less than 32 hours.</b>	_____ <b>Division Dean's Signature/Date</b> <b>*Required for ALL override reasons and ALL overload requests.</b>	_____ <b>Vice Chancellor for Academic Affairs' Signature/Date</b> <b>**Required for override reasons 2 and 3 and ALL overload requests.</b>
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D R O P	Course Registration Number (CRN)	Course Prefix	Course Number	Section Number	Faculty's Signature

Reason/Justification for Dropping: \_\_\_\_\_

**Before submitting this form to the Registrar's Office for processing, please read the information on the reverse side of this form.**

I understand that I must be registered for at least 12 semester credit hours (SCH) to be considered a full-time student. Any changes in my course load may affect my financial aid, athletic, academic scholarship or veteran eligibility. I accept responsibility for the accuracy of the information on this form and know I can verify my schedule at any time through my Banner Web account.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone#: \_\_\_\_\_

<b>FINANCIAL AID</b>	
Do you receive financial aid? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, a Financial Aid staff member must sign below.	
<b>Note:</b> Your financial aid may be affected by changing your credits.	
_____ Financial Aid Advisor's Signature	_____ Date

Form Submission Information	
Registrar's Fax Number	318-670-6344
Cashier's Phone Number	318-670-9305
Registrar's Office Use ONLY	
Processed by: _____	Date: _____