FACULTY

Dear Faculty,

As we work to manage the impacts of the COVID 19 pandemic, we wanted to share some pertinent information with you regarding academic dates and grading.

**Academic Dates for the Remainder of the Spring 2020 semester are as follows:**

**April 3, 2020** - Midterm grades due in Websis.

**April 26, 2020** - Deadline for students to change grading mode to Pass/Fail (PS/FL) by 5 pm

**April 27 - May 2, 2020** - Final Exams for Graduation Candidates

**May 4, 2020** - Final grades due for Graduation Candidates by 5 pm

**May 5 - May 13, 2020** - Graduation Clearance

**May 6, 2020**: Last day of Spring 2020 classes

* Last day to withdraw from a course with a “W” - *Available for the student to manage in Websis*
* Last day to withdraw from the Spring 2020 semester (All Classes) - *Student must submit a semester withdrawal form available on the Registrar’s Office website*

**May 8, 2020** - Final grade rosters will open to faculty for grade entry

**May 8 - May 14, 2020** - Final Exams for Continuing Students

**May 19, 2020** - Final grades, including submission of Spring 2020 Incomplete grade forms through Workflow, due for Continuing Students by 8 am.  *See note below regarding Fall 2019 and Spring 2020 Incompletes.*

**May 20, 2020** - Student records closed out by the Registrar (Degrees, Dean’s List, Honors, etc.)

**Pass/Fail (PS/FL) GRADING OPTION**

For Spring 2020, the University will offer students the option to change their grade mode to Pass/Fail (PS/FL). As such, it is imperative that faculty and students are clear on the following:

* The deadline to change the grading mode is April 26, 2020, by 5 pm.
* Once a student makes the decision to change their grade for a class to Pass/Fail (PS/FL), they cannot change the option back to the standard letter grade mode.
* Pass/Fail (PS/FL) grades will *not* count in students’ GPA. Students *will* receive course credit for Pass (PS) grades; students will *not* receive course credit for Fail (FL) grades.
* The Office of the Registrar will create a brief form that students will complete to indicate their desire to be graded Pass/Fail (PS/FL). The form will be available on the Registrar’s Office website by Monday, April 6. It is important to maintain a written record of this as it pertains to grade changes and challenges should they arise at a later time. The Registrar’s Office will update the grading mode and the Pass/Fail (PS/FL) option will be reflected on the final grade roster in Websis for each student who elects to change to Pass/Fail (PS/FL) for a particular class.
* Any adjustments (e.g. curves, changes in assignments, point totals) should be communicated clearly to the class and published as a syllabus addendum or revised syllabus. The grading rubric for the course must be clear, including the grading scale for Pass and Fail grades. For students who opt to receive Pass/Fail (PS/FL) grades, a grade of Pass should be assigned by the course instructor when the work is judged to be of low “C” quality or better.
* Information about the Pass/Fail (PS/FL) option will also be communicated to students by the Registrar through various communication modes.

**INCOMPLETE GRADES (“I” grade)**

* Incompletes - Under normal circumstances, work for Spring 2020 Incompletes would have to be completed by the end of the Fall 2020 semester for enrolled students. Given the current extenuating circumstances, the deadline to complete Spring 2020 incompletes will be extended. All incompletes for Spring 2020 must be updated to a letter grade by the final grade due date of the Spring 2021 semester or they will automatically be converted to an F.
* Under normal circumstances, work for Fall 2019 Incompletes would have to be completed by the end of the Spring 2020 semester for currently enrolled students. Given the current extenuating circumstances, the deadline to complete Fall 2019 Incompletes will be December 22, 2020. Students may *not* elect to be graded Pass/Fail (PS/FL) for Fall 2019 Incompletes.

We want to thank you for your patience and flexibility as we collectively navigate the transition to remote course delivery.

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Dear Students,

As we transition to remote instruction, our primary goal is ensuring that you can successfully complete all of your spring 2020 courses. To facilitate your success and to mitigate stress, we are making several important adjustments to the grading process and timeline.

* All undergraduate and graduate students have the option to change your grading basis to Pass/Fail (PS/FL). Pass/Fail (PS/FL) grades will *not* count in your GPA. You *will* receive course credit for Pass grades; you will *not* receive course credit for Fail grades.
* Incompletes - Under normal circumstances, work for Spring 2020 Incompletes would have to be completed by the end of the Fall 2020 semester for enrolled students. Given the current extenuating circumstances, the deadline to complete Spring 2020 incompletes will be extended. All incompletes for Spring 2020 must be updated to a letter grade by the final grade due date of the Spring 2021 semester or they will automatically be converted to an F.
* Under normal circumstances, work for Fall 2019 Incompletes would have to be completed by the end of the Spring 2020 semester for currently enrolled students. Given the current extenuating circumstances, the deadline to complete Fall 2019 Incompletes will be December 22, 2020. Students may *not* elect to be graded Pass/Fail (PS/FL) for Fall 2019 Incompletes.
* The deadline for faculty to submit midterm grades has been extended until April 3, 2020
* The last day to withdraw from a course with a “W” has been extended until May 6, 2020. This option is available for students who are unable to continue in a particular course. While this is not the preferred option, we realize circumstances might make it difficult to continue enrollment in a course. This option is available to you through the last day of the semester via your Websis account.

This transition to remote instruction is new territory for everybody, including your instructors. We advise you to continue with your current grading basis until you have had time to assess your comfort with the new online course delivery. This may take a few weeks.

The Office of the Registrar will create a brief form that you will need to complete for each course that you wish to be graded Pass/Fail (PS/FL). The form will be available on the Registrar’s Office website by Monday, April 6. **The deadline to complete the form to request Pass/Fail (PS/FL) grading is 5:00 pm, April 26, 2020.** Please weigh your options carefully. *Your chairperson, academic advisor or Retention Counselor may be able to assist you in thinking through the decision, but you must make the decision for yourself. Once you have submitted a request for Pass/Fail (PS/FL), it cannot be reversed.*

Some things you should consider while making this decision include, but are not necessarily limited to, the following:

* Weigh your options carefully based on where you are in the course. Review your midterm grade for each course and see if there have been any changes to the syllabus/course requirements which may impact your decision to change your grading method to Pass/Fail (PS/FL).
* If you opt to receive Pass/Fail (PS/FL) grades, a grade of Pass will be assigned by the course instructor when the work is judged to be of low “C” quality or better.
* If you have a GPA requirement you need to meet, it may not be in your best interest to change some or all of your courses to Pass/Fail (PS/FL). If you need to raise your GPA for any reason, such as Satisfactory Academic Progress (SAP), athletic eligibility, scholarship requirements, to meet the cumulative GPA required to graduate (2.0 for undergraduate students, 3.0 for graduate students), etc., it may not be in your best interest to take a Pass/Fail (PS/FL) for some or all of your courses. You are strongly encouraged to consult your academic advisor and/or financial aid counselor prior to changing any courses to Pass/Fail (PS/FL).
* If you are applying to graduate or professional school or if letter grades are needed for certification or licensure, it may not be in your best interest to take a Pass/Fail (PS/FL) for some or all of your courses. If you are unsure whether this may be an issue in your program, please consult your academic advisor or chairperson prior to opting for Pass/Fail (PS/FL).
* Be aware that a Pass/Fail (PS/FL) grade will not automatically qualify you as having met a prerequisite for a future course. This means you will likely need an override to register for some courses in future semesters.
* Please remember that you must have a minimum of 12 credits of letter grades to be considered eligible for the Dean’s list. Pass/Fail (PS/FL) grades will not count towards the 12 credit eligibility for these honors.
* We have not received guidance from the U.S. Department of Veterans Affairs (VA) on how they plan to treat Pass/Fail (PS/FL) grades with regard to benefits. If you are receiving veterans benefits and have questions, you may contact Veterans Engagement Services at veterans@morgan.edu.

We know you will continue to pursue academic excellence with the same rigor as before. We hope the adjustments outlined above will reduce stress and anxiety and facilitate progress toward degree completion and graduation.

We want to thank you for your patience and flexibility as we collectively navigate the transition to remote course delivery.