These are extraordinary times for our faculty, staff, and students. While our universities have done an incredible amount of work to transition to new course delivery formats, as well as to provide services in a shifting environment, we must recognize the fact that this significant disruption is difficult for our students. Unfortunately, due to this shift in operation, not every student is in an environment that is conducive to learning. Since these circumstances are beyond students’ control, we do not want to see academic progress impeded because of the current public health emergency. During this time one of our top priorities is to support student learning; however, flexibility which allows for students to handle their own personal situations in relation to COVID-19 must be provided. With that in mind, the following student-centered guidelines have been established for the UL System member institutions.

COVID-19 ACADEMIC GUIDELINES: SPRING 2020

1. Withdrawal dates should be extended to allow for additional decision-making time or a process put in place which allows for a student to petition for a late withdrawal.

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

3. All courses will be graded as normal (letter grade). Policy may be established which permits a student to request a Pass/Fail option once final grades are posted. This course of action will be for those students that are otherwise not best accommodated by an Incomplete or Withdrawal. Such a policy should be developed in consultation with faculty, department heads, deans, registrars, students, 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.

4. A comprehensive institutional statement is to be issued by March 31 which, at minimum, clearly outlines all options available to students and identifies associated deadlines. A copy of this message is to be provided to the UL System Office before it is distributed.

5. Appropriate advisement will be made available to students in order to help them decide what is in their best interest in regards to spring 2020 academic records.

6. P/F grades earned or any other adjustments to a student’s record resulting from COVID-19 should be noted on a student’s transcript through an established uniform approach.

7. All member institutions 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.

March 26, 2020