

# Temporary Policy Adjustments in Response to COVID-19

## April 16, 2020

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### Frequently Asked Questions

#### **Course Incompletes**

##### **What does it mean to request an incomplete?**

Students who determine they cannot complete all of the required coursework prior to the last date of the term, can submit a request to their course instructors for an incomplete. Section III.F. of Policy 26 describes the circumstances upon which a student may request time that extends beyond the last date of the term to complete coursework. The policy does provide for extenuating circumstances, such as the current COVID19 pandemic, as a reason to request an incomplete grade status.

##### **What is the process for requesting an incomplete?**

Students should reach out to their instructors prior to the end of the term to request the incomplete and to discuss the terms for incomplete status. The terms should be agreed upon and documented by the student and instructor. At the time of the approved request, the student should be apprised of the current grade in the course and the impact on that current grade if s/he fail to complete the remaining coursework by an agreed upon due date. Once the due date has passed, the instructor will submit a grade to the Registrar.

Under the recently approved Policy 26 (November 2019), failure to submit a grade change for the posted I (incomplete), will not result in posting an automatic grade of F after the date. An instructor must submit a final grade to the Registrar to change the posted incomplete. Due to the sudden move to remote learning under COVID19 restrictions, faculty may set due dates for approved incompletes up to December 1, 2020.

##### **What if I determine that the circumstances that caused me to request incomplete status have not changed and that the coursework cannot be completed by the agreed upon due date?**

If you find you are not going to meet the due date agreed upon with the course instructor, reach out to the instructor as soon as possible. Per Policy 26, Section III.G., you may petition your instructor for an extended incomplete.

##### **What is the impact of carrying an incomplete into the next semester?**

Carrying an incomplete may impact your ability to enroll in courses where the incomplete course is a prerequisite. Each program will have different circumstances whereby exceptions may be made, due to the current COVID19 pandemic. You are strongly encouraged to meet with your Academic Advisor to discuss the impact of the incomplete or extended incomplete on your program of study.

## **Course Withdrawals**

### **What is a course withdrawal, and what does it affect?**

A course withdrawal results in a “W” on your transcript, but does not affect your GPA. Tuition/fees still apply. It is strongly recommended that you speak first with your Academic Advisor regarding this decision. You should then consult with Financial Aid to determine how/if a late withdrawal will affect your aid and/or Student Academic Progress (SAP).

### **What is the deadline to withdraw from my course(s)?**

In response to COVID-19, the deadline to withdraw has been extended to Friday, May 1, 2020, at 8am for Spring Semester 2020, and August 3, 2020 for Summer Session 2020.

### **How do I request a course withdrawal?**

To request a course withdrawal, please send an email from your GSU student email account with your ID number, name, and course number(s)/section(s) you wish to withdraw from to the University Registrar, Timothy Carroll, at [tcarroll@govst.edu](mailto:tcarroll@govst.edu). You will receive a confirmation email once your request has been processed.

## **Pass/No Credit (P/NC)**

### **What is Pass/No Credit (P/NC)?**

Pass/No Credit (P/NC) is an alternative grading method that students may opt into for some or all of their courses.

### **What is the deadline to request Pass/No Credit?**

In response to COVID-19, the deadlines to request P/NC for the Spring and Summer 2020 terms have been extended. A request to seek a grade of P/NC for any GSU approved General Education course may be made prior to or by May 1, 2020, for the spring term, and by August 3, 2020, for the summer term.

### **What counts as a Pass (P) grade? What counts as a No Credit (NC) grade?**

By selecting the P/NC option a grade of P will be posted for letter grades of A, B, or C. Grades of D or F will be posted as NC.

### **How do I request a change to Pass/No Credit?**

Reach out to your academic advisor to begin this process. Your academic advisor will work with you to determine if P/NC is the proper grading mechanism for you, your circumstances, and your academic goals. Please note that you must reach out to your advisor prior to or by May 1, 2020, for the spring term, and by August 3, 2020, for the summer term.

If both the student and the advisor agree that the request should move forward, the advisor will send an email request to the Associate Registrar, Megan Chaffee, at [mchaffee@govst.edu](mailto:mchaffee@govst.edu). You will receive a confirmation email once your request has been processed.

## **P/NC (Pass/Fail) Options in Response to COVID-19**

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### **Quick Guide Questions to Ask Before You Decide**

*\*\*If the student can answer “yes” to any of these questions, the student should **not** choose the P/NC option.*

- Are you currently working to increase your cumulative GPA or increase earned credits for Satisfactory Academic Progress (SAP) to regain athletic eligibility?
- Are you currently working to increase your term and cumulative GPA to come off of Academic Probation?
- Do you need to improve your GPA to maintain a scholarship?
- Do you need to maintain a certain number of credit hours with regularly graded courses for a scholarship or grant?
- Are you a student trying to get into medical school, dental school, or other professional or graduate schools?

*\*\*\*If the student can answer “yes” to any of these questions, the student should talk to their advisor and discuss all of the issues that might result.*

- Are you retaking a course you previously failed?
- Are you planning to transfer (we hope not) to another college/university?
- Are you taking courses as transient at another institution?