

March 30, 2020

Dear Coppin State University Graduate Students:

I want to thank you for your resilience and flexibility as we work together to complete the spring 2020 semester using a remote learning model brought on by the COVID-19 pandemic. Coppin State University will continue to support you as we operate in a virtual environment. Since the University has transitioned to remote learning there is the need to consider a change in the grading procedures for the spring semester. This message explains changes to the current graduate grading policies and it will be in effect for the spring 2020 semester only. Any extensions or changes to these details will be provided as needed. The academic leadership, including the Council of Deans and the Graduate Council were consulted to address this grading option for graduate students. **The grading options below only apply to graduate students.**

### **Pass/Fail Grading Option**

All graduate courses will be graded as a standard letter grade unless the student chooses to receive a pass/fail grade or an incomplete grade. Incomplete grades are assigned based on discussion with the instructor on record and the outstanding assignment(s) required for completion of the respective course. Programs that are governed by accrediting bodies will adhere to the stated policies of the agency. All graduate students are advised to contact their faculty advisor to determine the best course of action.

- **Students will have the option to choose a pass/fail (P/F) grade** in each class. Students wanting the pass/fail option must make that choice by the last week of the spring semester classes, between May 4<sup>th</sup> and 12<sup>th</sup>. The deadline to request a pass/fail grade is May 12<sup>th</sup>, 2020.
- Any student who does not choose a Pass/Fail grade option will be assigned the letter grade earned: A-F as detailed in the course syllabus.
- A grade of 80 or above shall be equivalent to a **PASS** in the Graduate Nursing programs. A grade of less than 80 shall be equivalent to a **FAIL** in the Graduate nursing programs.
- A **Pass** grade does not contribute to a student's GPA, but a **Fail** does.
- Students on academic probation who elect to receive pass/fail grades will continue probation to the next semester, since the GPA cannot be improved with **P** grades.
- Implementing a Pass/Fail option for spring 2020 grades will not jeopardize a student's financial aid eligibility.
- **Students are strongly encouraged to consult with their faculty advisor about potential academic implications prior to choosing the pass/fail grade option.** Decisions to choose pass/fail option could affect further graduate school admission, employment, scholarships, specific program requirements, such as certification and licensure, or other opportunities.
- Graduate students will submit the request for the pass/fail grade option using only the Coppin student email address directly to the Office of Records and Registration, by the noted

deadline, at [gradeop2020@coppin.edu](mailto:gradeop2020@coppin.edu) **after consultation with the academic faculty advisor**. Students must also formally acknowledge that they have met with their advisor /and or instructor.

- The pass/fail option, once requested, is irreversible.

### **Incomplete Grade**

A student may request to receive an Incomplete (I) grade for course/s this semester due to personal impacts of COVID-19 pandemic. Please use the appropriate forms, and securing relevant signatures, by May 22, 2020 as reflected on the academic calendar. The form, with details for processing, is available at

[https://www.coppin.edu/download/downloads/id/1947/incomplete\\_grade\\_form.pdf](https://www.coppin.edu/download/downloads/id/1947/incomplete_grade_form.pdf)

### **Course Withdrawal**

Students may withdraw from course/s via [registrar@coppin.edu](mailto:registrar@coppin.edu) **from the student's Coppin email address**. Students are encouraged to confer with their faculty advisor before withdrawing from any course(s) to ensure they have considered all other options to successfully complete the semester. **The deadline for withdrawal from a course has been changed from April 15 to May 1, 2020**

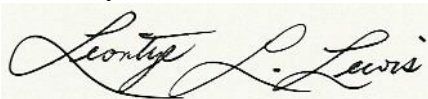
### **Semester Withdrawal (Grade of "W")**

Students may withdraw from the entire semester via [registrar@coppin.edu](mailto:registrar@coppin.edu) **from the student's Coppin email address by May 1, 2020**. *Note:* Students are encouraged to confer with their faculty advisor before withdrawing from the remainder of semester to ensure they have explored all other options to successfully complete the semester. A grade of "W" will be reflected on the student's transcript.

Also speak to your faculty advisor about Fall 2020 classes. Registration will open in Eaglelinks on April 1, 2020. Continue to monitor your e-mails and Coppin's website as updates are provided at <https://www.coppin.edu/coronavirus>. Should you have questions, please contact your academic advisor, chairperson, or dean.

Stay safe and stay strong!

Sincerely,

A handwritten signature in cursive script that reads "Leontye L. Lewis". The signature is written in black ink on a light-colored background.

Leontye L. Lewis, Ed.D.  
Provost and Vice President for Academic Affairs