



March 30, 2020

Dear Coppin State University 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 undergraduate 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 Faculty Senate; Council of Deans; Curriculum, Standards, and Policy Committee; and Enrollment Management were consulted to address this grading option for undergraduate students. Details on the grading process for graduate students are under consideration. **The grading options below only apply to undergraduate students.**

Pass/Fail Grading Option

All undergraduate courses will be graded as a standard letter grade unless the student chooses to receive a pass/fail grade or an incomplete grade.

- **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 4th and 12th. The deadline to request a pass/fail grade is May 12th, 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 Pass (P) grade will be aligned to final scores of 100 to 70. A fail (F) grade is a score of 69 and below. (NOTE: Passing grade for nursing students range from 100-75 and the failing grade is 74 or less.)
- A **Pass** grade does not contribute to a student's GPA, but a **Fail** does. Courses passed with a **P** do not count for GPA-based recognition, such as deans' lists or Latin Honors (cum laude, magna cum laude, summa cum laude) at graduation.
- 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 graduate school admission, employment, scholarships, specific program requirements, such as certification and licensure, athletic eligibility, or other opportunities.

- 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 **after consultation with the academic faculty advisor.**
- 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

Course Withdrawal

Students may withdraw from course/s via 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**

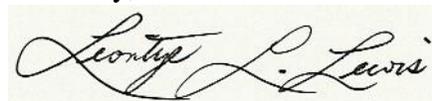
Semester Withdrawal (Grade of “W”)

Students may withdraw from the entire semester via registrar@coppin.edu **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