



Message to Faculty and Part-Time Faculty

4-8-2020

5:31 p.m. and 5:32 p.m.

Sent from Provost Alvarez to faculty and part-time faculty from Provost's email box

Dear Colleagues,

Thanks once again to all of you for going above and beyond in your care for and compassion for our students. I know that all of you are busier than ever, meeting with students and colleagues, providing comfort and safe haven while juggling your own personal and family challenges. I am gratified to see so much creativity and thoughtfulness in crafting responses to our common challenges. I know we will all come together even stronger as a community, because we have lifted each other up in this trying time.

Given the uncertainty about the course of the virus and everyone's need to plan out their summer, we are announcing that **all summer session courses will be held online**. All of us sincerely hope that we can resume face to face instruction—in addition to our online offerings—in Fall 2020.

I also wanted to share with you some important information about the changes to our grading policies which were adopted after broad consultation and discussion among the Academic Policy Committee, the Faculty Assembly Executive Committee and leadership, and representatives from Academic Affairs, Financial Aid and the Registrar's office. These changes do not require any changes to how you will proceed in your courses, but because your students may ask you for your advice, it is important that you understand them.

I believe that this set of policy changes offers the best balance possible of incentive for students to strive to do their best work despite the difficult circumstances, while giving them some assurance that they can make the best possible decisions to protect their futures.

Here are some of the highlights of our new policy:

- Faculty will continue to assign grades according to the scale used by their program or as designated in their syllabus.
- Faculty will submit grades by the deadline established for their particular term (San Antonio Trad. Session, WEC I or II, National online, Fast Track B)
- Withdrawal deadlines have been extended.
 - Students enrolled in WEC I and WEC II terms now have until April 17 to request a W.
 - The deadline for students enrolled in the San Antonio Traditional semester is April 30.
- In addition, students may submit a form to the Registrar to request a grade of P/F (Pass/Fail) to replace the assigned letter grade for any or all of their Spring 2020 courses.
 - Students will have two weeks from the deadline for final grade submission to request the P/F option.

- The grade necessary for a Pass grade is dependent on the particular course and student type.
 - If an undergraduate student is taking a course to fulfill General Education requirements, a D- or above is needed to receive a Pass grade. If an undergraduate student is taking a course to fulfill a major or minor requirement, a C- or above is needed to earn a Pass grade.
 - Graduate students must earn a grade of B or above to earn a Pass grade.
 - A grade of Pass will not be calculated into the Grade Point Average (GPA); a grade of Fail will be calculated into the GPA as an F. If a student repeats and passes the course at a later time, the F would no longer count towards the cumulative GPA.
- Students will be strongly encouraged to speak with their advisor to ascertain whether a change to P/F grading may affect licensure or admission to graduate or professional programs.
- Students will also be urged to speak with Financial Aid to determine any specific effects of this change on their personal financial aid situation.
- The switch to P/F grading will be irrevocable.
- A "P" (Pass grade) will count towards graduation requirements but not towards the student's GPA calculation.
- Our policy around Incompletes will be liberalized to allow these to be issued (always at the prerogative of the instructor) even if the student has not met the normal condition of having completed 75% of the work in the course.

Please encourage your students to fully explore these options before making any choice. Their advisors and Financial Aid counselors will welcome their questions. These are very complex decisions with many ramifications for financial aid, graduate and professional school applications, licensure and more.

All best,

Lourdes Maria Alvarez
Provost and VPAA