

Spring 2020

Temporary Change of Course Grading Options in Response to COVID-19

UNF Undergraduate Studies

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Temporary Change of Course Grading Options in Response to COVID-19

Due to unprecedented disruptions arising from the COVID-19 pandemic, the University of North Florida has made an alternative grading system available for the Spring 2020 semester. In addition to the alternative grading system, UNF has extended the withdrawal deadline to April 17. Please find frequently asked questions and the more detailed policy below.

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Frequently Asked Questions

■ **What is the alternative grading option for Spring 2020?**

All students (undergraduate and graduate-level) at the University of North Florida will be permitted to request the alternative grading option for courses in which they are currently enrolled for a letter grade.

In this system, students will be eligible to keep all A's and B's, but all C's will be converted to Satisfactory (S) and all D's and F's will be reported as Unsatisfactory (U).

■ **Do I have to choose the alternative grading option?**

No. If a student prefers to stick with the normal letter grade scheme, no further action is required.

■ **Can graduate students choose the alternative grading option?**

Yes. Please consult your Graduate Program Director to understand how this may impact your plan of study.

■ **When do I need to decide which grading option I want?**

You can make your decision from **April 6 to April 20, 2020**.

■ **What happens if I do not make a choice?**

Students who do not opt in to the alternative grading system will receive normal letter grades.

■ **Can I change my mind after I choose the alternative grading option?**

No. A student cannot petition to return to a standard letter grade once the alternative grading option is selected. This is why **it is important to speak with your academic advisor prior to making a decision** to ensure you are making the decision that is best for you.

■ **Will my instructor know if I choose the alternative grading option?**

No. Your instructor will continue awarding letter grades based off of their current course grading practices. The conversion of letter grades to "S" or "U" will be completed by the Office of the Registrar for students who opted into the alternative grading option.

■ **Will an "S" or "U" affect my GPA?**

A grade of "S" will count as earned credit but will not result in GPA quality points being assigned. Therefore, a grade of "S" will not negatively or positively impact your GPA.

A grade of "U" will not count as earned credit and will not result in GPA quality points being assigned. Therefore, a grade of "U" will not negatively or positively impact your GPA.

■ **Can I use Grade Forgiveness to replace a grade from a previous term with an "S" earned in Spring 2020?**

Yes. You may use any of the two Grade Forgiveness requests available as outlined by this [policy](#) to replace any letter grade from a prior semester with a "S." This will only alter your UNF institutional GPA. The original grade earned will still be reflected on your transcript. Please direct any questions to your Academic Advisor.

■ **Will an "S" or "U" affect my financial aid?**

A grade of S or better results in credits earned towards the minimum required 67% pass rate for Satisfactory Academic Progress (SAP).

A grade of U results in no credit earned and will impact the minimum required 67% pass rate for SAP.

A grade of S or U will not impact your SAP GPA.

■ **How will an "S" or "U" affect my Bright Futures Scholarship?**

Please contact the Florida Department of Education Office of Student Financial Assistance to find out how the alternative grading system will affect your Bright Futures scholarship.

(888) 827-2004 | osfa@fldoe.org

■ **If the course is a pre-requisite for another course, what impact would an "S" have?**

You must speak with your academic advisor to find out how the alternative grading option may affect courses in your specific program of study.

■ **How do I opt into the alternative grading option?**

Please follow these [step-by-step directions](#) to opt into the alternative grading system:

1. Log into your MyWings account
 2. Click on the "Alternative Grading System Opt-In" tile
 3. Read the instructions at the top ensuring that you understand and agree to the terms of this form
 4. Check the box next to "I Agree"
 5. Select "Spring 2020" for the term
 6. Check the boxes for all the courses you would like to opt-in for
 7. Click "Submit"
 8. You will get a confirmation message at the top
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Policy Details

■ Selection of alternative grading option:

With the goal of reducing students' uncertainty and stress, during the window from **April 6 to April 20, 2020**, all students (undergraduate and graduate-level) at the University of North Florida will be permitted to request the alternative grading option for courses in which they are currently enrolled for a letter grade. **Students who do not opt in to the alternative grading system will receive normal letter grades.** In this system, students will be eligible to keep all A's and B's, but all C's will be converted to Satisfactory (S) and all D's and F's will be reported as Unsatisfactory (U). **If a student prefers to stick with the normal letter grade scheme, no further action is required.**

All students will be allowed to request application of the alternative grading option on a course-by-course basis.

A student **cannot** petition to return to a letter grade once the alternative grading option is selected.

Earning a grade of "S" in a course indicates that a student has met a course-specific minimum letter grade requirement and has demonstrated the acquisition of associated student learning outcomes.

As part of the process for requesting the alternative grading option, students will be fully informed and must acknowledge potential impacts, and will be provided the opportunity to discuss these with their academic advisors prior to submission of their requests.

Faculty in courses that award letter grades will continue their current course grading practices, submitting the letter grade in Canvas. The conversion of letter grades to "S" or "U" will be completed (for those students requesting it) by the Office of the Registrar, based on the letter grade equivalencies stated above for undergraduate and graduate courses.

For financial aid purposes, a grade of S or better results in credits earned towards the minimum required 67% pass rate for Satisfactory Academic Progress (SAP). A grade of U results in no credit earned and will impact minimum required 67% pass rate for SAP.

■ **Incomplete grades for Spring 2020 courses:**

In accordance with current policies and practices, students who are making satisfactory progress in a course and have completed a substantial portion (at least a majority) of the course with a passing grade, but are unable to complete all requirements, may request an "Incomplete" (I). Students will be cautioned against requesting multiple "I" grades as it can create an added burden to their academic progress.

Instructors are expected to work closely with students requesting an "Incomplete" (I) given the extenuating circumstances arising from Covid-19.

The Instructor will follow current practices, completing the I-grade contract with the student and delineating the scope of work and timeline required for successful course completion.

The maximum time allowed for completion of the work is one year.

The "I" is not computed into GPA, however the final letter grade which replaces it will count for credit and in GPA calculations.

Students are advised that an "I" grade may limit the continuation of scholarships and/or financial aid with satisfactory progression requirements and this option should be discussed with their academic and financial aid advisors.

Students may not register for or repeat courses in which incomplete grades have been received.

Any "I" grade not removed by the end of the time limit will be changed to a final grade to be determined by the instructor.

Faculty will not have the option to assign an S or U as a default for an I grade.

When a student receives a combination of all "F"s, "W"s (withdrawals), "U"s, and/or "I"s (incompletes) upon the completion of the semester, it is considered an unofficial withdrawal and students may be required to repay the "unearned" portion of their federal aid.

■ **Withdrawal options:**

While students are strongly discouraged from withdrawing, UNF is extending the current deadline until **April 17, 2020**.

Normal financial aid ramifications still apply:

- **Florida Bright Futures recipients** - a student must repay the state any scholarship funds received for a course dropped or withdrawn after the initial add/drop period. A debt will be placed on the student account, which must be paid to UNF. UNF will then reimburse the state. Failure to pay back a debt owed due to withdrawn hours will render a student ineligible to receive funding in subsequent years.
- **For most other financial aid programs**, students who remain registered and earn credit for at least one course for the semester enrolled will not be impacted.
- When a student receives a combination of all "F"s, "W"s (withdrawals), "U"s, and/or "I"s (incompletes) upon the completion of the semester, it is considered an unofficial withdrawal and students may be required to repay the "unearned" portion of their federal aid.
- Withdrawing from courses will impact a student's academic progression and may impact the continuation of financial aid as many scholarship renewals require students to earn a minimum number of credit hours annually.
- Florida Bright Futures recipients will be billed for withdrawn hours per State of Florida statute. For most other financial aid programs, recipients who remain registered for at least 1-credit hour and do not request a refund of their tuition and fees for the dropped classes will not to be impacted.

Students who have questions about the impact of withdrawing from some or all of their classes, on financial aid, should contact One Stop via email.

W grades do not automatically result in approval for refunds of tuition and fees.

Requests for refunds are subject to current policy requirements, including submission of a Fee Adjustment petition, accompanied with objective, verifiable documentation.

During the **Spring 2020 term**, the limit on the number of courses from which a student can withdraw will be lifted. No course withdrawals during this semester will count against the student's current lower division or upper division withdrawal limit.

A withdrawal will result in a "W" grade on the student's transcript.

■ **Transcript notation:**

Students' academic records and transcripts for Spring 2020 will denote "Extraordinary circumstances encountered."

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