

Undergraduate Academic Code – Addendum

Due to the unusual circumstances arising in the aftermath of the COVID-19 pandemic, the following changes are in effect for Spring Semester 2020.

1.0 LEAVE OF ABSENCE POLICY

The Leave of Absence policy under section 6.1 of the *Undergraduate Academic Code* is being expanded for the remainder of the spring 2020 semester.

If an undergraduate student must cease enrollment due to health-related circumstances (e.g., contracting COVID-19 or being required to care for a family member that has contracted the virus) or unforeseen changes in academic programming (e.g., cancelled or unavailable coursework) in the wake of the COVID-19 pandemic, the student may, no later than April 29, seek a Leave of Absence for Spring Semester 2020. Such a leave requires appropriate documentation and is subject to the discretion and approval of the dean (or dean's designee) of the student's primary degree-seeking college or school, after consultation with other University officials (e.g., UHS) as appropriate. If granted, the student *must* resume full-time study by the first class day in Fall Semester 2020. Any student granted a leave who does not return by this date will be considered withdrawn and will be required to go through the readmission process.

All students returning from COVID-19 related LOAs granted in Spring 2020 must receive a health clearance from UHS and an academic clearance from the dean (or dean's designee) in their college to resume full-time study.

This one-time expansion of Section 6.1 of the *Undergraduate Academic Code* does not apply to students in the Graduate School, Law School, Mendoza Graduate Business Programs, and graduate programs sponsored by the Keough School of Global Affairs or the School of Architecture. All post-baccalaureate students should refer to their college or school for leave policies specific to their degree program.

2.0 Spring 2020 Undergraduate Grading Option

Rationale for Proposed Option

Circumstances surrounding the public health emergency related to the COVID-19 pandemic have disrupted the instructional environment for both students and faculty. In some cases, the tools and methods for evaluating student learning that were available at the beginning of the semester may no longer be available to the faculty member for the second half of the semester. Necessary changes in both instructional modalities and in approaches to student evaluation will be unsettling to many students. A grading option for spring 2020 is proposed that is hoped to relieve some student anxiety and to promote persistence in courses that the student might otherwise drop.

A P/NC Option

The current P/F grading option will be modified to a P/NC option. The NC grade is a new, Spring Semester 2020 only, grade at Notre Dame. The NC grade replaces an F grade in the P/F option. Neither the P nor the NC will be used in the computation of a student's Grade Point Average (GPA). This is in contrast to the P/F option, in which an F grade is included in the computation of a GPA. Grades of A through D will be converted to a P (Pass) grade. The grade of F will be converted to a NC (No Credit) grade.

Undergraduate grades are due May 11, 2020. Undergraduates will be able to view all standard letter course grades of A through F on May 12, 2020. From May 12 through May 29, 2020, undergraduate students may file with their academic dean (or dean's designee) a request to switch any Spring 2020 course grade from A through F to P/NC, with the exception of courses that concluded prior to March 13, 2020.

The request will be made in the insideND portal. The Office of the Registrar will provide instructions for the electronic P/NC election later this semester. Please note that the default grade mode for courses currently utilizing the standard A through F letter grade format remains in place. Only those students who affirm in insideND a switch to P/NC between May 12th and May 29th will be able to have this grade mode adjusted. Students must have a minimum of 12 credit hours with a standard letter grade of A through F to be eligible for dean's list recognition.

Summary of Proposed Changes to P/F Grading Option for Spring 2020

- F grade is replaced with the NC (no credit) grade, which is not used in GPA computation
- P/NC option is available to first-year students and sophomores as well as juniors and seniors
- Students may elect P/NC option after they see Spring 2020 grades on May 12, 2020
- Any standard letter grade courses of A through F can be switched to P/NC by student request and decanal approval
- P/NC option may be used for courses in the major, university requirements, or college requirements

It is worth noting that while the motivation for the P/F grading option is to encourage students to explore courses outside of their comfort zone (especially courses outside their major), the motivation for the P/NC option is to encourage persistence in courses required for degree completion that students are taking under extraordinary circumstances.

Existing *Undergraduate Academic Code* Provisions Directly Related to Proposal

3.3.10 The following letter grades may be given, but are not included in the computation of a student's Grade Point Average.

P	Pass (also see Pass/Fail option) (Section 3.3.11)
S	Satisfactory work (courses with zero credit hours, as well as research courses, departmental seminars, colloquia or directed studies; workshops; field education and skill courses).
U	Unsatisfactory work (courses with zero credit hours, as well as research courses, departmental seminars, colloquia or directed studies; workshops; field education and skill courses).

3.3.11 **Pass/Fail Option:** Junior or senior undergraduates may file with their academic dean (or the dean's designee), during the first six class days of the semester, the decision to take on a pass/fail basis one course per semester that is classified by the Registrar as a "Standard Grade Mode Course." The course must be outside the student's major(s). Courses taken to satisfy University, college, or major requirements may not be taken on a pass/fail basis. Only the first course in a student's minor track may be taken on a pass/fail basis. Faculty, departments, and colleges may refuse pass/fail requests for selected courses. If approved, the filing is irrevocable and will result in conversion by the University Registrar of the instructor's final grade report into an entry of "P" (pass) or "F" (fail) on the student's record. The instructor will not be informed that the student has elected the pass/fail grading option. The University Registrar will interpret the final letter grades of "A" through "D" as pass. These grades will not be computed into the student's grade-point average. If a final grade of "F" is issued, it will be computed into the student's grade-point average.

3 – *Addendum* – Spring and Summer 2020 Transfer Credit Policy

- To account for the temporary alternative grading systems many institutions adopted during the 2020 coronavirus crisis, satisfactorily completed courses without standard letter grades (e.g. Pass, Satisfactory) taken during the Spring and Summer 2020 terms, including those taken online, are eligible for transfer, subject to the approval (and, in the case of matriculated Notre Dame students, the pre-approval) of the dean or dean's designee.
- For first-year students entering the University in Fall 2020, please refer to the following link for prematriculation credit: <https://firstyear.nd.edu/academics/advanced-placement-credit/transfer-credit/>

4 – *Addendum* – Repeat of Spring 2020 Courses

To account for academic disruptions arising from the 2020 coronavirus crisis, students may request to repeat a Spring 2020 course in which they earned a grade of C, C-, or D. Approval of such requests requires compelling justification and is at the sole discretion of the student's dean (or dean's designee) who will evaluate the academic necessity and impacts of repeating. If the grade for such a course has been converted to Pass, according to the Spring 2020 Pass/No-Credit grading option, the dean (or dean's designee) will confirm with the Registrar that the original standard letter grade was C, C-, or D. To the extent this addendum conflicts with section 3.3.14 of the Undergraduate Academic Code, for purposes of Spring 2020 semester courses, this addendum will control. Moreover, any Spring 2020 courses that a student repeats will not count against the limit, established in section 3.3.14 of the Undergraduate Academic Code, that a student may repeat only two courses during the student's undergraduate career.

5 – *Addendum* – Spring 2020 Final Examinations

Faculty are free to exercise their judgment in designing, weighting and administering final summative assessments for their courses. Those considering reweighting any graded elements of a course should consult the Instructional Continuity guidance web resource. As a reminder, the grades for and weighting of elements completed before spring break should not be modified.

No examinations can be required for completion during Reading days, i.e. April 30 – May 3 or after the last final exam day, Friday, May 8th.

Faculty may give synchronous exams, but when doing so, they must comply with the Registrar's final exam schedule. To accommodate students who are unable to take a synchronous exam at the Registrar's scheduled time (e.g. because of time zone, unforeseen disruptions), faculty should consider a more-flexible asynchronous option.

Faculty are empowered to coordinate asynchronous options directly with their students, while remaining as close as possible to the original exam time assigned by the Registrar for their courses. Faculty must recognize they cannot require a student to take a final exam outside their assigned exam time that creates an exam conflict for the student per section 3.2.2 of the *Undergraduate Academic Code*.

Final grades must be submitted by 3:45 pm (Eastern Time) on Monday, May 11.

6 – Addendum – P/NC Prohibition for Honor Code Infractions

If a student is found responsible for an Honor Code violation in a Spring 2020 course, she/he will not be eligible to elect the P/NC option for that class.

7 – Addendum – Behavioral Norms in Online Courses

Students are urged to abide by university guidelines for appropriate behavior in online learning encounters. Such are consistent with the values articulated in the student guide *Du Lac*. Violations of such norms may be referred to our Office of Community Standards.

8 – Addendum – Application of P/NC Grading to Students on Academic Probation

Undergraduate students' academic standing will not be adversely affected as a result of any grades received (or P/NC grades elected) during the Spring 2020 semester.

The following clarifies the application of the P/NC based on a student's standing at the end of the Fall 2019 semester.

(1) Students in academic good standing

Undergraduate students in academic good standing following the Fall 2019 semester will remain in academic good standing following the Spring 2020 semester, and will not be subject to academic probation or academic dismissal as a result of any grades earned (or P/NC grades elected) during Spring 2020.

(2) Students on academic probation

Undergraduate students on academic probation following the Fall 2019 semester will not be subject to academic dismissal based solely on grades earned (or P/NC grades elected) during Spring 2020. Moreover, under no circumstances will the Spring 2020 semester count as a semester on probation for purposes of academic dismissal under Section 6.2.3.1.

(a) Undergraduate students on academic probation following the Fall 2019 semester who elect to retain final letter grades *in at least 12 credit-hours* of their Spring 2020 courses and who achieve in those courses the minimum semester GPA for academic good standing under section 4.4 of the Code shall transition to academic good standing.

(b) Undergraduate students on academic probation following the Fall 2019 semester who elect to retain final letter grades *in fewer than 12 credit-hours* of their Spring 2020 courses will be subject to academic standing as described below:

(i) If the final letter grades a student elects for Spring 2020 courses yield the minimum semester GPA for academic good standing under Section 4.4 of Code, the student's transcript shall reflect the designation of academic good standing. However, for students who enter the Fall 2020 semester in academic good standing under this provision but end the Fall 2020 semester on probation, the Fall 2019 semester remains a semester ending in probation, and Fall 2019 and Fall 2020 shall count as consecutive semesters on probation for purposes of academic dismissal under Section 6.2.3.1 of the Code.

(ii) Any other student shall continue on academic probation at the end of Spring 2020. Such a student may seek good standing entering the fall semester by attending the Notre Dame Summer Session. If combining the Fall 2019 and summer session courses yields the minimum semester GPA for academic good standing under Section 4.4 of the Code, the student shall enter the Fall 2020 semester in academic good standing. For students who enter the Fall 2020 semester in academic good standing under this provision but end the Fall 2020 semester on academic probation, the Fall 2019 semester remains a semester ending in probation, and Fall 2019 and Fall 2020 shall count as consecutive semesters on probation for purposes of academic dismissal under Section 6.2.3.1 of the Code.