



# UNIVERSITY OF RICHMOND

## Policy Manual

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<b>Policy #:</b>	ACD-1005	<b>Policy Title:</b>	Temporary Academic Policies During Emergency Circumstances of Spring 2020
<b>Effective:</b>	03/19/2020	<b>Responsible Office:</b>	Office of the Registrar
<b>Date Approved:</b>	03/19/2020	<b>Approval:</b>	Executive Vice President and Provost
<b>Replaces Policy Dated:</b>	N/A	<b>Responsible University Official:</b>	University Registrar

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**PURPOSE:**

To respond to the extraordinary circumstances and disruption that the global coronavirus pandemic has caused for many students and faculty.

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**SCOPE:**

This policy applies to undergraduate students enrolled in the School of Arts & Sciences, Robins School of Business, and Jepson School of Leadership Studies at the University of Richmond.

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**POLICY STATEMENT:**

### *ACD-1005.1 – Policy Statement*

In light of the extraordinary circumstances this semester and the disruption that the global coronavirus pandemic has caused for many students and faculty, the following temporary academic policies are in effect for the spring semester 2020 only.

#### **1) Transcript Notation**

For undergraduate students in in Arts & Sciences (A&S), Robins School of Business (RSB), and Jepson School of Leadership Studies (JSLS), student transcripts will include a special notation for the Spring 2020 semester, the goal of which is to remind future readers of the extraordinary circumstances students

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faced as they completed their studies this semester. Exact language will be determined in consultation with guidance from AACRAO (American Association of College Registrars and Admission Officers) and will be designed to be consistent with the national standard that emerges this semester. Potential language could be: *This semester included the Global COVID-19 Pandemic.*

## 2) **Deadline for Withdrawal from Courses**

For undergraduate courses offered in Arts & Sciences (A&S), Robins School of Business (RSB), and Jepson School of Leadership Studies (JLS), the deadline for withdrawal from Spring 2020 courses will be moved to Friday, April 24, 2020, at 5 p.m. EDT. Courses from which a student has withdrawn by the April 24<sup>th</sup> deadline will receive a notation of ‘W’ on the student transcript. The Office of the Registrar will enable students to submit withdrawal requests remotely, and withdrawals will be processed with a College Dean’s approval.

## 3) **Grading Policies – I, M, and V Grades**

For the spring 2020 semester only, I, M, and V grades will not be permitted for undergraduate courses offered in Arts & Sciences, Robins School of Business, and Jepson School of Leadership Studies.

For undergraduate students who have incomplete work for a course taken in A&S, RSB, or JLS during Spring 2020, a grade of ‘Y’ should be assigned, and the instructor should work with the student to determine a deadline and a pathway for the completion of the incomplete work. When the work is completed, the Y grade will be removed, replaced by the earned grade. I grades will not be assigned.

W grades will be assigned in all cases in which an undergraduate student enrolled in a course in A&S, RSB, or JLS withdraws from a course after the add-drop period; no M grades will be permitted.

For Spring 2020, undergraduate students enrolled in a course in A&S, RSB, or JLS who are excessively absent after March 23<sup>rd</sup> should be awarded a Y grade when possible or if more appropriate, counseled to apply to Withdraw by the April 24, 2020, deadline, with a W grade to be earned; grades of V will not be permitted.

## 4) **Grading Policies – CR/NC Option**

The University will create a grading option available only for Spring 2020 for undergraduate courses offered in the School of Arts & Sciences, Robins School of Business, and Jepson School of Leadership Studies as follows:

- A grading option of Credit/Credit with D/No Credit (CR/CRD/NC) will be available in Spring 2020.
- The level of performance necessary to earn credit (CR) in a credit/no credit course is C- or better, while the level of performance necessary to earn a credit with D (CRD) is D-, D, or D+. The credit (CR) or credit with D (CRD) will be added into credit earned toward graduation and will not affect the grade point average. A failing grade will be recorded as NC on the permanent record and will not affect the grade point average. No credit will be awarded for an NC grade.
- Students may select the CR/CRD/NC grading option for any course in which they are enrolled in A&S, RSB, or JLS in Spring 2020 with a standard grading option, by 5p.m. EDT on April 24,

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2020. Once a student selects the CR/CRD/NC grading option, the course may not be returned to a standard grading option.

- For the Spring 2020 semester only, A&S, RSB, and JSLS courses in which a student earns a grade of CR may be used to fulfill pre-requisites and major and minor requirements.
- For the Spring 2020 semester only, a grade of CRD earned in a course in A&S, RSB, and JSLS may be used to fulfill pre-requisites and major and minor requirements if the school or department allows an earned grade of D-/D/D+ to count for those same pre-requisites and major and minor requirements.
- For the Spring 2020 semester only, A&S, RSB, and JSLS courses in which a student earns a grade of CR or CRD may be used to fulfill requirements for general education.
- For the Spring 2020 semester only, there is no limit on the number of CR/CRD/NC courses in which a student may be enrolled, and CR/CRD/NC courses taken in Spring 2020 will not count against the limit on student-selected courses with P/F or CR/CRD/NC grading options.

## **Temporary Academic Policies During Emergency Circumstances of Summer 2020**

In light of the disruption that the global coronavirus pandemic has caused for many students and faculty and the uncertainty about the ability to offer in-person instruction for Summer semester 2020, the following temporary academic policy is in effect for the summer semester 2020 only.

### **1) General Education Credit – Summer Courses**

Courses offered by the University of Richmond which have been approved for General Education credit will, for the summer of 2020 only, also be permitted to count toward General Education credit regardless of the method of delivery.

#### **RELATED POLICIES:**

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Undergraduate Academic Catalog

#### **POLICY BACKGROUND:**

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This policy was reviewed and approved by the University Faculty Senate on March 19, 2020.

#### **POLICY CONTACTS:**

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University Registrar