



## UPDATE ON SPRING SEMESTER 2020 WITHDRAWAL & GRADING POLICIES

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*On behalf of the administration and faculty of Alabama A&M University, this correspondence comes to update students on course withdrawal and grading policies due to changes in instructional format and delivery for the Spring 2020 Semester. While this has been a very difficult time for the university family, it has especially been challenging for instructors and students as we have transitioned to fully on-line, web-based and/or electronic device aided instruction. As a result, a series of discussions and meetings have occurred with the academic deans and chairs, faculty senate executive committee members, and administrative cabinet with the following changes agreed upon effective immediately:*

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### ❖ WITHDRAWALS

- **Withdrawal Deadline:** The deadline for dropping or withdrawing from a class is extended from March 23 to the last day of class, May 1, at 11:59 pm. Prior to withdrawing from or dropping a class or courses, please discuss with your academic advisor to determine if and how it will affect your academic progression. If you are unable to withdraw from a course due to a hold on your record or account, please contact the Registrar's Office at [registrar@amu.edu](mailto:registrar@amu.edu).

### ❖ GRADING

- For the Spring 2020 semester the University will follow all current grading policies with faculty assigning grades per the requirements and/or standards for each course. After the conclusion of the course and grades are assigned, students can consult with their instructors and/or advisor regarding the option of changing a passing course grade to an "S" for "Satisfactory", and any failing course grade to a "U" for "Unsatisfactory" per the passing standard and requirement for each course. For both undergraduate and graduate courses "S" or "U" will be on the transcript, but will not be calculated in the grade point average on the transcript. **The last day for opt-in is Thursday, July 9, 2020**, which is the current withdrawal/drop date for summer classes.

**Please be advised the "U" and "S" may not be accepted by graduate and/or professional schools. Again, all students are strongly encouraged to consult with their advisor before they make decisions about the grading scheme they choose for each course.**

- The Registrar will provide the form that must be completed for each course that is to be converted to “Satisfactory/Unsatisfactory (S/U)”. **The form will be available on the Registrar's Office website beginning Monday, June 1<sup>st</sup>. The deadline to complete the form with all required approvals/signatures to request “S/U” grading is 5:00 pm, Thursday, July 9, 2020.** Your request, after approved, cannot be reversed. Therefore, you should carefully consider this option only after discussing with your academic advisor, departmental faculty advisor, athletics academic advisor and/or financial aid advisor to fully comprehend the impact this decision may have on your academic progress and/or degree program completion, along with current and future financial aid.
- Students with documented challenges relative to having adequate technology and/or connectivity that were performing at a passing level prior to the university moving to electronic, web-based instruction, have the option of consulting with their advisors and instructors to request an Incomplete (I) for each applicable course. The University’s policy regarding clearance of the “I” grade remains as is, with the exception of extenuating circumstances, which will be addressed per appeal with all appropriate approvals.

### ❖ **SPRING 2020 HONORS CONVOCATION – Cancelled**

### ❖ **SPRING 2020 COMMENCEMENT – Postponed**

### ❖ **SUMMER SEMESTER 2020**

- **Undergraduate and Graduate Courses - ON-LINE/WEB-BASED/COMPUTER-DEVICE AIDED INSTRUCTION ONLY**
- **Early Registration Begins, Monday, April 6, 2020**
- **Classes Begin/Late Registration, Tuesday, May 26, 2020**
- **To Register or Look Up Classes – Sign-in to SSO Account <https://www.aamu.edu/myaamu/index.html>**
- **Please consult with your advisors** and/or college/departmental leadership regarding thesis/dissertation, practicums, internships, experiential learning opportunities, directed experience and/or pre-professional development courses.

**Finally, please pay very close attention and carefully follow directions of correspondence sent electronically from your departments, advisors, the Freshman Academy, The Tutorial Assistance Network, and/or Office of Distance Education and Extended Studies regarding registration and advisement, tutorials, academic support and assistance, and any/all academic course/content delivery.**