



11/06/2020

Graduate Student and Program Accommodations for Autumn 2020 Semester

Implementation Plan Details

As approved by the leadership of the Graduate Council and the Office of Academic Affairs, the following is the proposed implementation plan for Autumn 2020 graduate student and program accommodation options suggested by the Graduate School. These options provide a safety net for graduate students who may need additional assistance this semester.

1. Graduate Student Accommodation:

- Extend the Deadline for course withdrawal from October 30th to November 20th, 2020.
https://registrar.osu.edu/registration/Important_dates/AU20_Important_dates.pdf
- This is a student-driven option that utilizes the existing withdrawal process. However, for the Autumn 2020 semester, the deadline by which a student may request a course withdrawal has been extended from Week 5 to Week 13.
- Interested students should discuss their intent to withdraw from a specific course with their advisor and course instructor. The program should submit a request to the Graduate School (via e-mail to Grad-schoolpetitions@osu.edu) for processing.

2. Graduate Student Accommodation:

- Incomplete Grade Option. Instructors can request to extend the incomplete deadline via the Registrar's website <https://registrar.osu.edu/secure/forms/FreqUsedForms.aspx>
- Course instructors may utilize the existing incomplete process to assign an 'I' and default grade should a student find themselves unable to complete all course requirements by the end of the Autumn 2020 semester. If the student is still unable to complete all requirements by Week 6 of the subsequent semester, the course instructor may request additional time by switching the temporary grade from 'I' to 'IX.'

3. Graduate Program Accommodation:

- Per Section 3335-8-21 (M) (1) of the *Rules of the University Faculty*, the S/U grading basis "may be used to record either satisfactory progress in or completion of work, provided that the course has been approved for this mark by the dean of the college offering the course, and in the case of courses carrying graduate credit, by the dean of the graduate school."
- As per faculty rules, deans will need to approve.
- Graduate programs can change the grading option for a course to S/U for all students in a course; The Registrar is able to extend the deadline for programs opting in until November 20th, 2020.
 - This may be applicable to ongoing courses in which significant components of the course cannot be met, such as closure of a clinical or educational site that was hosting all the students in the course. All graduate students must be affected and the instructor must not want to offer the graded option on grounds that the course did not meet the criteria for a letter grade.
- Please note that a grade of 'S' may count for all degree requirements.
- The following outlines the PROCESS by which the grading basis of an entire course may be switched from A-E to S/U.
 - The course instructor determines that the syllabus opportunities for the entire class changed significantly enough that grades cannot be awarded, but could warrant a S/U. Extenuating circumstances could include loss of clinical or field experiences mid-semester then the entire course's grading basis should be switched from A-E to S/U.
 - The course instructor confirms with the Graduate Studies Committee Chair (and Dean, if necessary) that the program supports the course instructor's request.
 - If the program is supportive, the course instructor completes a petition (including confirmation of program support) and submits it to Registration Services (via e-mail to Grad-schoolpetitions@osu.edu) for review.
 - If the program is not supportive, the course instructor's request would not be approved by the Graduate School.
 - Registration Services reviews the petition and confirms that the stated extenuating circumstances are met. If they are met, the petition will be approved.
 - If approved, Registration Services notifies the Registrar that the course's grading basis should be

switched from A-E to S/U.

- Registrar switches the grading basis to S/U and confirms with Registration Services.
- Registration Services notifies the course instructor that the course's grading basis was switched to S/U.

4. *Graduate Course Accommodation:*

- Per Section 3335-8-21 (M) (1) of the *Rules of the University Faculty*, the S/U grading basis “may be used to record either satisfactory progress in or completion of work, provided that the course has been approved for this mark by the dean of the college offering the course, and in the case of courses carrying graduate credit, by the dean of the graduate school.”
- Professors with one or more students, but not all students, in the course that have been unable, to no fault of their own, to receive the full curriculum due to COVID-induced extenuating circumstances, can enter a new course request with an S/U grading scheme.
 - As per faculty rules, deans will need to approve.
 - Instructors with student, student's advisor, and program/Dean approval, can petition the Graduate School for a transfer of a student from the letter graded course into the new S/U course. The Registrar is able to extend the deadline for this option until November 20th, 2020. This may be applicable under the following extenuating circumstances:
 - Some students having their field experiences terminated mid-semester.
 - Some students faced with Isolation protocols that lose access to course experiences such as F2F.
- Please note that a grade of ‘S’ may count for all degree requirements.
- The following outlines the PROCESS by which individual students are transferred into a new S/U course.
 - The course instructor determines that, due to specific extenuating circumstances listed above, there are certain students who should be switched to a new S/U course.
 - The course instructor speaks with the impacted students enrolled in the course and they agree that their grading basis should be switched to S/U.
 - The course instructor confirms with the Graduate Studies Committee Chair (Advisor and Dean) that the program supports the course instructor's request.
 - If the program is supportive, the course instructor completes a petition (including confirmation of program support and names of the specific students to be switched) and submits it to Registration Services (via e-mail to Grad-schoolpetitions@osu.edu) for review.
 - If the program is not supportive, the course instructor's request will not be approved.
 - Registration Services reviews the petition and confirms that the stated extenuating circumstances are met. If they are met, the petition will be approved.
 - Registration Services notifies the Registrar that a new S/U course should be created.
 - Registrar creates S/U course and confirms with Registration Services.
 - Registration Services switches the identified students into the new S/U course, backdated to the start of the Autumn 2020 semester.
 - Registration Services notifies the course instructor that the students have been switched into the S/U course.



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