



**SOUTHEAST MISSOURI**  
**STATE UNIVERSITY • 1873**  
Office of the  
Provost

April 15, 2020

Dear Students,

As you work to complete this spring 2020 semester in ways you never anticipated, we want you to know how proud we are of you. We also understand that you have had to adapt, unexpectedly and very quickly, to a learning environment that may be new to you.

At this time, it is important that we remain as flexible as possible in helping students successfully complete their courses. Please consider this guidance as you make decisions about your ability to complete the spring 2020 semester.

1. **Communicate early and often with your instructor.** If you are having difficulty with this new course format or the course content, share your concerns and ask for additional guidance and support.
2. **Consider a grade of Incomplete ('I').** This grade may be given when a student is doing passing work but is unable to complete all of the requirements because of unusual circumstances acceptable to the instructor. For the spring 2020 term only, full semester and second eight-week courses, students may elect an 'I' from the mid-point of the semester or part of term through the end of the spring 2020 term. An 'I' may not be used to repeat a course or to improve a grade. Both the student and the instructor must agree to the requirements for completing the course. Incomplete work from spring 2020 must be completed by the end of the fall 2020 semester, and a grade must be assigned, or a grade of 'F' will be recorded. Students should not reenroll in courses in which they have received an 'I' grade. To apply for an Incomplete, discuss this option with your instructor and complete the online Spring 2020 Incomplete form found at <https://semo.edu/registrar/Spring-2020-Incomplete.pdf>. Submit the form to your instructor for approval by the last day of the semester, May 8<sup>th</sup> at 5 p.m.
3. **Credit/No Credit.** This option may be chosen by students who believe their final grade(s) in a full semester or second eight-week session course(s) of the spring 2020 term will be negatively impacted by the changes instituted during the spring 2020 term due to the COVID-19 pandemic. It is **strongly** advised that you contact and discuss this decision with your program advisor, academic advisor, Student Financial Services, Military and Veterans Services, International Education and Services, Athletics or any post-graduate program that you anticipate applying to in order to fully understand any possible impacts of credit/no credit option.

**Carefully review these details to determine if credit/no credit is the appropriate option for you:**

- a. A grade of Credit will be transcribed as 'S'. A grade of No Credit will be transcribed as 'U'.
- b. A grade of S/U does not affect the overall and institutional grade point average (GPA).
- c. The S/U refers only to the final grade recorded on the student's transcript.

- d. A course changed to S/U may be repeated in any future semester for a standard grade, if that was the original grading scheme for the course.
- e. For undergraduate students, a grade of 'S' will equate to a standard grade of 'C' for purposes satisfying graduation and prerequisite requirements which are normally satisfied by a grade of 'C' or higher. For graduate students, a grade of 'S' will equate to a standard grade of 'B' for purposes satisfying graduation and prerequisite requirements which are normally satisfied by a grade of 'B' or higher.
- f. A grade of 'U' will equate to a standard grade of 'F' and will not be considered a passing grade. Therefore, a grade of 'U' will not meet or complete general education, degree, major, or minor requirements or fulfill prerequisite requirements.
- g. Only courses in which grade points are applied to the cumulative GPA are used to determine eligibility for the Dean's List and honors at graduation. Any course graded 'S' will not be used to compute Dean's List eligibility. Similarly, any course grade 'S' will not be used to compute honors at the time of graduation.
- h. Students may choose the S/U option for one or more of currently enrolled full semester or 2<sup>nd</sup> 8-week courses.
- i. When logged into <http://myworkflows.semo.edu/>, you will see the courses available for the S/U option. Place a check by each course you want to change. You will then be asked to agree to terms about various impacts, including prerequisites and the Dean's List. Upon submitting, the form will be sent to the Registrar's Office for processing.

Final grades for Spring 2020 are due Friday, May 22, at 12 noon. The link to access the S/U grading option will not open until May 22 after final grades have been submitted.

Faculty will not know at the time of grading (A, B, C, D or F) if the student has elected the change in grading scale. Therefore, the assigned grade will be submitted as a standard grade type for the course, if that was the original grade type assigned to the course.

Students may unilaterally select the S/U option, and will not need the approval of their academic advisor or instructor. However, we highly encourage students to communicate with their academic advisor and/or faculty advisor regarding the ramifications of such a decision as they may impact prerequisite requirements for a major or other professional licensure or certification requirements.

**After spring 2020 grades are submitted, the student may submit a request to change the grading option of any eligible, currently enrolled spring 2020 full semester or 2<sup>nd</sup> 8-week course by Friday, June 5, 2020. Once the request for a change in grading option is chosen and processed, the choice is final.**

To apply for the S/U grading option, the student will complete the online form found at <http://myworkflows.semo.edu/>.

I have had many opportunities to be proud of this university community, but never more so than in the midst of this current global health emergency. I know you will take all steps to remain safe and healthy.

For those of you who are not graduating this spring or summer, the faculty and I look forward to your return to Southeast next fall.

Respectfully,

Dr. Mike Godard  
Provost