

April 15, 2020

Dear VU Dual Credit Partners,

Thank you for your patience and understanding as we have worked to determine how best to address the needs of our dual credit students across the state in light of the COVID-19 outbreak. We are proud to partner with high schools and career centers to deliver dual credit opportunities to high school students across the state of Indiana and we have worked diligently to ensure that we are aligned with the work of the ICHE and IDOE.

We are committed to ensuring the success of our dual credit students and want to ensure that they are able to earn college credit for the courses they are enrolled in. In recognition of the circumstances related to the COVID-19 pandemic, we recognize the difficulties experienced by students in the switch to a remote delivery format. Toward that end, Vincennes University will provide emergency flexible grading options to all dual credit students for Spring 2020.

### **VU Dual Credit Emergency Grade/Drop Options**

Students will have four options for dual credit (DC) courses ending during the Spring 2020 semester:

1. Letter grade
2. Pass/No Pass
3. Drop
4. Incomplete

A comment will be added to the transcript of all students enrolled this semester making reference to the COVID-19 pandemic for the courses ending during the spring 2020 semester.

Dual credit students will have until Friday, May 15 to make their decision to request a pass/no pass grade option or to drop a course.

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Specifics about the options:

#### Letter Grade:

- All course grades will default to a letter grade. No action is necessary if this is the option the student chooses.
- Dual credit instructors will submit letter grades for all students and the VU Registrar will convert any student P/NP requests after the grade has been submitted.

#### Pass/No Pass

- This option is student driven, with the Dual Credit Emergency Grade Option/Drop Form being completed by both the student and instructor; and submitted by the instructor to the Project Excel office or to the Early College site administrator.
- Students have until May 15 to switch any course from a letter grade to Pass/No Pass.
- The minimum threshold for a grade of Pass is defined as a "C" for all courses.
- Passing grades for courses ending in Spring 2020 will count for any and all applicable degrees, admissions processes, and pre-requisite requirements internal to VU.
- Pass/No Pass grades are not used in computing GPA for the student's VU transcript.
- Pass/No Pass grades will not be detrimental to the calculations for VU academic status.

#### Drop

- This option is both instructor and student driven, with the Dual Credit Emergency Grade Option/Drop Form being completed by both the student and instructor; then submitted by the instructor to the Project Excel office or to the Early College site administrator.
- Students have until May 15 to drop a course.
- A course drop will allow the student to withdraw from the course for VU credit, without impacting high school credit.
- A course drop may impact high school Academic Honors or Technical Honors diploma requirements. Students are encouraged to consult with the high school guidance counselor if this is a concern.
- The student is responsible for any related course fees, should they choose to drop the course. No refunds or fee waivers will be issued.

#### Incomplete

- This option is instructor driven, in consultation with the appropriate VU dean and/or administrators.

- We strongly discourage instructors from issuing incompletes, unless your school corporation has a plan in place to make up the work over the summer, prior to the start of the 2020-21 academic year.
- The process for awarding and finishing an incomplete will involve conversation between the student, the parent/guardian, the high school teacher, and the appropriate college/university staff.
- Vincennes University will offer its facilities around the state and also work with CTE Center directors and Ivy Tech in a collaborative and cooperative manner to provide course completion opportunities as soon as it is possible to safely do so.

### **Accuplacer Testing**

We are aware that most of our partner schools administer Accuplacer testing in the spring in order to determine course scheduling and placement for the following school year. When possible, we encourage schools to use alternative and allowable placement scores (i.e. ACT and SAT) to lessen the administrative time needed for placement testing. Given that students will not be returning to school for the remainder of the school year we have additional suggestions, below, both of which depend upon the social distancing order being lifted in a timely manner.

- Implement summer testing dates at your school, prior to the start of the school year, allowing students the opportunity to earn qualifying placement scores and providing time to adjust the student's schedule prior to the start of school.
- Utilize the first week of classes to administer the Accuplacer placement exam.

### **Finishing Out the Year**

VU is committed to ensuring that DC students are able to earn college credit for the courses in which they are currently enrolled, while maintaining the academic integrity of the VU curriculum. This requires an ongoing partnership with our DC instructors and administrators to ensure that the VU course objectives are being covered, via an alternative delivery mode, for the remainder of the academic year.

Instructors are encouraged to find creative ways to continue delivering course content, especially so for CTE courses that require hands-on instruction. We encourage our instructors to collaborate with their VU faculty liaison and peers for alternative ways to deliver course content and assess student learning objectives and outcomes. For CTE instructors, this may include adapting assignments and projects using a different method or software than you normally would, creating video demonstrations, utilizing discussion boards, etc.

Final exams and/or methods of assessing student learning should remain in place for dual credit courses. Please share any alternative final exams/assessments (examples below) you are planning to utilize with your faculty liaison to ensure alignment with the VU course outcomes.

- Use the original final, as planned, utilizing a secure, online forum.
- Create an alternate final exam, to be utilized this semester only, so as not to jeopardize the academic integrity of the exam for future semesters.
- Assign a project, in lieu of a final exam.
- Utilize another form of assessment that evaluates student comprehension of the course objectives.
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It is our hope that the options mentioned above will help alleviate some of the anxiety that students and instructors may feel. We value your partnership and commitment to ensuring the academic integrity of the VU dual credit courses and thank you for your continued support.

Sincerely,

Dr. Laura J. Treanor  
Provost