

VU Dual Credit Emergency Grade/Course Drop Options

(Guidance for Dual Credit Instructors/Counselors/Administrators)

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.

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 must issue letter grades* for all students. The VU Registrar will process any student P/NP or Drop requests.
**NOTE: The grading window for dual credit students will be open May 22 - June 12, 2020.*

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; then submitted by the instructor to the appropriate dual credit office (Early College or Project EXCEL).
- 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 appropriate dual credit office (Early College or Project EXCEL).
- 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. Dual credit partners will be advised to contact the appropriate VU department chair or college dean once this opportunity is viable and ready to implement.