

## RSPH Policy on Grading Status Change March 28, 2020

Current RSPH policy (<https://www.sph.emory.edu/rollins-life/enrollment-services/policies/index.html>) allows students to change the grading basis of Masters level courses from a letter grade to Satisfactory/Unsatisfactory (S/U) for elective courses. Students may choose this option for no more than a total of 6 credit hours (not including courses for which the only grading basis is S/U). Requests are considered with instructor permission during the first two weeks of the semester.

In alignment with Emory University's most recent guidelines regarding the COVID-19 pandemic (<https://www.emory.edu/coronavirus/emory/faculty/>), RSPH will now offer students the option to select S/U for any course taken in the Spring 2020 semester. We feel this option offers flexibility for students when needed while also maintaining high academic standards for the school. Any questions about this policy may be directed to : [rsphenrollmentsservices@emoy.edu](mailto:rsphenrollmentsservices@emoy.edu)

The following revised RSPH policies and processes will guide requests for grading status changes during the **Spring 2020 semester only**:

### **For Students:**

- Students whose academic performance is significantly compromised due to circumstances related to COVID-19 (e.g. illness, relocation, family-related responsibilities, challenges with accessing online courses etc.) and who wish to change their course grading status to S/U, may submit a formal request to the Office of Admissions and Student Services using [this form](#) along with documentation of permission from the course instructor.
- Grade change requests are permitted for all RSPH 500- and/or 700-level courses including: RSPH foundational courses, concentration specific courses required for degree and/or certificate completion, thesis/capstone, spring break and/or pre-term courses.
- Students may request a grade change for multiple courses.
- Consistent with current RSPH policy, the grade of S indicates a minimum passing course work of B- .
- A decision to change the grade status to S/U will not count toward the existing policy of a maximum of 6 credit hours for electives. This also applies to students who have already chosen S/U for a Spring 2020 course prior to implementation of this new grade status change policy (i.e. courses that students had already elected to take S/U in Spring 2020 will not count toward the maximum of S/U credit hours).
- Requests must be submitted no later than April 5th for Executive MPH students and April 15th for all other RSPH students.
- Pending required documentation of instructor permission, students will be notified no later than April 20, 2020 that their request was processed.

### **For Faculty and Instructors:**

- Faculty may not assign an S/U grade status change to students in their course. S/U grade status change requests must be student-initiated, not faculty-initiated. Faculty and instructors may contact the Assistant Dean for Academic Affairs (Delia Lang) to discuss exceptional circumstances whereby their ability to teach a course as initially intended is significantly compromised due to the transition to remote teaching (e.g. competencies can no longer be met as planned).
- To support multiple student-initiated S/U grade status change requests, faculty may send an email to all their students in which they include the following:
  - Advise student to follow the RSPH guidance for student-initiated S/U grade status change requests
  - Provide a blanket approval that students can use in their student-initiated requests. For example, *“I, FACULTY NAME, approve an S/U grade status change request for COURSE NUMBER (e.g. EPI 504)”*