

**From:** Joanne Bruno

**Sent:** Sunday, April 19, 2020 8:40 PM

**To:** Department Chairs <[dptchairs@esu0.onmicrosoft.com](mailto:dptchairs@esu0.onmicrosoft.com)>

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**Subject:** Important Message to Chairs

**Importance:** High

Dear Faculty Colleagues:

I trust that you and your close friends and family (of course with some social distancing...) enjoyed the weekend and today's sun. Certainly, today gives us hope for much better days ahead with daffodils and crocuses popping through. If anything, I know I have regained the pleasure of appreciating the simple things in our lives – engaging in conferences, cooking a meal with my husband, catching up with friends by phone or zoom, watching marathon show on the Roosevelts (a Ken Burns' production), re-reading favorite novels, making a donation to support our sister citizens, and even playing scrabble.

In view of the quickly advancing end-of-semester (just a scant three weeks), I am providing updates regarding the Spring 2020 P/F Interim Policy. Let me take this time to thank the Chairs' Council for its recommendations and suggestions from last week's council meeting. Both Terry Barry and Andy Whitehead have brought to my attention need several questions from the Chairs' Council including the need to clarify ESU's Repeat Policy in regard to the P/F Interim Policy and the need for guidelines for Spring 2020 Final's Schedule. In coordination with our registrar, APSCUF leadership, UWCC representatives, Provost Executive Team, and Chairs' Council, please note the following updates and guidance:

### **Responses to Chairs' Questions Regarding the Spring 2020 Pass/Fail (P/F) Policy/Procedure**

1. Can the P/F workflow be set up so that the chair can provide feedback to the student should they request a course that was not advised?

*Yes. The workflow contains a textbox for chairs to provide feedback to students.*

2. Can the P/F workflow be set up so that the chair's response to the student is documented in the notes section of the student's Degreeworks?

*While the chair's response cannot automatically merge with the notes section of each student's Degreeworks, the chair's response will be documented in the workflow and the email that will automatically be sent to the student.*

*If a chair does not advise a course for P/F the student will receive the following email message: “Continuing with the P/F option for this course may result or impact negatively your progression through an accredited or certification-eligible program at ESU.” The email will also contain the narrative the chair put into the textbox mentioned above.*

*The email will provide the student the opportunity to select the Pass/Fail option despite being advised not to: “If you wish to continue with this request, please confirm by forwarding this email to the Records department via email at [records@esu.edu](mailto:records@esu.edu).*

3. If a student takes a grade of P (despite the advice of the department) can they retake that course later using the traditional grading scale?

*Yes. The Interim Spring 2020 Student Policy and Procedures for P/F, attached and posted on the Provost’s website, are amended as of April 17, 2020 to indicate that both a P and F grade under the interim policy can be repeated at a subsequent time, consistent with the current ESU policy on Repeat Grades.*

### **Guidance for Spring 2020 Finals**

Faculty and Students should follow the established scheduled for Spring 2020 Finals which begins May 5 so as not to have conflicts among courses. Given all course offerings are online and in view of the “at home” technology challenges for our students, faculty are encouraged and at their discretion to extend deadlines based on the individual needs of the students. Please also be mindful of the need for flexibility and/or modifications of final schedules in the event a student has three or more finals on one day. Please refer to the Spring 2020 Finals Schedule at [Spring Final Exam Schedule](https://www.esu.edu/academics/calendar/spring20.cfm) link <https://www.esu.edu/academics/calendar/spring20.cfm>.

### **A Suggested Template for Chairs to Identify Courses within Majors/Programs, Not Advisable for Pass/Fail**

Dear Students,

As posted on the [Provost’s Website](#), the Spring 2020 Interim Pass or Fail (P/F) Policy and Procedures, undergraduate students may opt to have their final grade(s) recorded as Pass or Fail (P/F) for the spring 2020 semester. Please be advised, however, that selecting the Pass or Fail (P/F) option for the courses listed below, may negatively impact your progression in your program. Your department chair/advisor advises you not to select the Pass or Fail (P/F) option for the courses below. If you have any questions, please direct them to your advisor in your major.

Major/Concentration: \_\_\_\_\_

Courses that are not advisable for Pass or Fail (P/F):

- 1.
- 2.

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

I hope the above provided in consultation with your colleagues continues to provide your and your students support as we approach semester's end. Please again do not hesitate to contact us for further information and guidance. Thank you as well for your continuing good work and commitment to student success.

Yours,

**Jo Bruno**

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