

Washburn Tech TEMPORARY ACADEMIC POLICIES IN RESPONSE TO THE COVID-19 PANDEMIC

The faculty and administration of Washburn University understand the disruption of classes that occurred due to the COVID-19 crisis has been a challenge to many students. We have worked together to temporarily adjust several academic policies for the spring 2020 semester to support academic success under these extraordinary circumstances. This has been a stressful time for everyone—students, faculty, and staff—and we appreciate everyone coming together to make the best of a difficult situation. We hope that these temporary policies will help relieve some of the anxiety many students may be feeling.

Please discuss the implications of exercising any of these policies with your career navigator/academic advisor and if you are a post-secondary student receiving any form of financial aid (Pell, loans, scholarships, VA benefits, etc.) with the financial aid office, if applicable. Dropping courses or changing grading options may have consequences on your certificate progress, financial aid, veterans' benefits, and other aspects of your situation. These university policies will not override particular certificate requirements, so please check with your advisor and/or the financial aid office before choosing any of these options

These temporary policies apply to part-of-term courses (short-term courses) that began on 2/15/2020 or later and full-term courses in the spring 2020 semester, and include the following.

“Incomplete” grades

- Students may apply to their instructor for an “Incomplete” grade if they were in good standing in their course on March 6, 2020. (Please remember all aspects of “Incomplete” grades must be approved by the instructor. All policies in this section must be discussed with and approved by the instructor of the course in which the student wishes to receive an ‘Incomplete’ grade.)
- If you wish to apply for an “Incomplete” you must contact your instructor via email no later than 5 PM, Friday, May 15, 2020.
- Students will have an extra semester (until the end of the spring 2021 semester) to finish the coursework for any “Incomplete” grade granted. *
- At the end of the time period allowed for completion of an ‘Incomplete’ grade, if the course requirements are not completed, the student will be retroactively withdrawn from the course and the “Incomplete” will be replaced with a ‘W.’
- Students working on completing an “Incomplete” grade from fall 2019 will have an additional semester (until the end of the fall 2020 semester) to complete their coursework, if desired.
- Washburn Tech Students must still complete the online portion of courses during the current term, when an online option exists to do so.

* For some programs, an extended incomplete completion period may not be possible for Washburn Tech students due to completion timelines with clinical rotations, certifications, licensure, etc. Please talk with your instructor and academic advisor

Withdrawals

- Students may withdraw from classes up until and after grades have been assigned, but must withdraw from any courses by Friday, May 22, 2020 at 5:00 p.m. if they choose to do so. In the case of students receiving federal financial aid, there may be some financial implications. Please check with the Financial Aid Office 785-670-3360.

Grading options

- When available for a specific class, students may choose the 'A/Pass/Fail' grading option up until and after grades have been assigned, but must do so by Friday, May 22, 2020 at 5:00 p.m. if they choose this option. (Please remember to check with your career navigator/advisor before doing so as certain courses in a student's certificate program may not be permitted to be taken 'A/Pass/Fail').
- NOTE: Most classes to be counted toward a certificate cannot be taken A/Pass/Fail grading option.
- Some courses may be graded credit/no credit ('CR/NC'). Your instructor will explain to you if this is the case for your course.

Repeats

- Courses being taken this semester will not be count toward a repeat maximum, however financial aid rules may still not allow financial aid money to cover the cost of a course more than twice. Please contact Washburn Tech's Financial Aid Office for more information 785-670-3360

Probation and Suspension

- Students will not be placed on academic probation status or suspended based on their academic performance this semester. However, the Financial Aid Office will still calculate Satisfactory Academic Progress (SAP).

4/9/2020