

**Pandemic Recovery & Continuity
Operational Plans
Academic Expectations at La Salle
11/23/2020**

Introduction

This document represents a collection of policies, processes and guidelines from the Academic Policy section on the Web, the University Handbook, the Faculty Guide (also on the Web), and the Return to Campus Plan. Where possible, links to the original are provided for the use by the reader. These items are in black. The recommended modifications due to a pandemic response are shown in green.

Assumptions:

- University coursework will be provided in a variety of formats, including online/remote, face to face, and variations of the Hy-Flex model depending on the circumstances.
- Per the EEOC Pandemic Guidelines
 - In addition to routine workplace accommodations, there could be additional new requests from employees/students with documented underlying health conditions of self or other family members.
 - Physical distance will be maintained and a reusable face mask will be provided at the beginning of the year following CDC, state and regional guidelines.
- If the University must move to 100% on-line classes and work during the semester, then workplace accommodations may need to be made in addition to the routine accommodations made for employees with vision or hearing disabilities.
- Prior to any pivot to fully remote instruction, there is an expectation that faculty readiness will reflect 1) completed training (at LaSalle or elsewhere or 2) have sufficient previous online/remote experiences.

Policies and Expectations

Faculty Policies and Guidelines

Following a Student's Approved Accommodations HR Policy	Faculty are required to adhere to approved accommodations. Also, see below under Student Policies and Expectations/ Academic Accommodations. <i>Recommended Amendments for Pandemic Events</i> <i>None.</i>
Requesting Workplace Accommodations, an HR Policy.	Faculty should follow existing HR policy regarding requesting reasonable accommodations. Faculty and staff are advised to contact HR with specific workplace accommodations questions and requests. <i>Recommended Amendments for Pandemic Events</i> <i>If a faculty member has a documented health condition that warrants special accommodation under pandemic events guideline, or lives with someone who does, the faculty member should contact HR as soon as possible. This will be addressed on a case-by-case basis before and during an academic term. For additional information, refer to Return to Work Plan</i>
Faculty Absence from Class Guidelines https://www.lasalle.edu/facultyguide/absence-from-class/	If an emergency arises which results in your missing a scheduled class, you must notify your department chairperson, program director, and (if applicable) the department administrative assistant so that students can be informed and/or a substitute found. You also should contact the following offices for notification purposes: Main Campus classes: <ul style="list-style-type: none"> • Arts & Sciences: sas@lasalle.edu, 215.951.1042 • Business: 215.951.1058 • Nursing & Health Sciences: 215.951.1431 • Montgomery County Classes: Montgomery County Center at 610.834.2080

	<p>Any rescheduling of classes or change of times must be approved by your department chairperson/program director so that the Registrar, Facilities, and Security Offices can be notified.</p> <p><u><i>Recommended Amendments for Pandemic Events</i></u> <i>Prior to the beginning of the academic start date, the chair/director, in consultation with the faculty member of record, should work to identify a designated faculty “back-up” (full time, adjunct, or new adjunct) who would be able to step in and teach the course/courses should the lead faculty member become ill due to pandemic event and/or be unable to continue teaching the class. Should a faculty member fall ill with pandemic event and/or be unable to continue teaching the course/courses, the faculty member should contact his/her chair or program director. Depending on the gravity of the circumstances, the faculty member may conduct classes online or the chair will ask the faculty back up to lead the course through to completion. Prorated compensation will be provided to any faculty back up who takes the course through completion.</i></p>
<p>FERPA Policy https://www.lasalle.edu/facultyguide/family-educational-rights-and-privacy-act/</p>	<p>The Family Educational Rights and Privacy Act (FERPA) regulates the disclosure of student academic information to a parent. Under FERPA, parents may have access to their child’s academic records if the student gives written consent. If a student chooses to give a parent/guardian access to their academic records, the student may complete a “Student Consent to Release Educational Records” form in the University Registrar’s Office, or their Dean’s Office. This form may allow a third party designee to speak with specific administrators concerning their students’ academic records and certain disciplinary matters. Please note that an administrator has the right to decline to discuss academic/disciplinary information with the third party designee. The specified information will be made available only if requested by the authorized third party. The University does not automatically send information to a third party. A student’s education records may also be released to a parent, without consent of the student, in the following circumstances:</p> <ul style="list-style-type: none"> • the student is claimed as a dependent for federal income tax purposes • if the knowledge of the information is necessary to protect the health or safety of the student or other students • the student is under age 21 and has violated any Federal, State, local law or policy concerning the use or possession of alcohol or a controlled substance. <p>Parents claiming a student as a dependent must present a copy of their income tax statement claiming the student as a dependent to the University Registrar’s Office, via secure fax, 215.951.1785.</p> <p><u><i>Recommended Amendments for Pandemic Events</i></u> <i>None</i></p>
<p>Examinations Guideline https://www.lasalle.edu/facultyguide/examinations/</p>	<p>Final examinations should be a reasonable testing of knowledge acquired and skills developed during the semester; other arrangements for final objective norms should be used to determine unofficial mid-term grades issued to the students. In all cases, grades should be based on the complete work of the student; they should be assigned according to norms specified in the University Catalog.</p> <p>All faculty are reminded that the Pennsylvania Department of Education and the University Handbook (XV, A, 2, g [p. 64] and XV, C, 4 [p. 67]) require that final examinations are to be given during the week assigned for them. The last week of each semester is set apart for final examinations. It is essential to follow exactly the schedule of examinations announced by the Registrar, to fulfill proctoring assignments faithfully, and to respect the dates for submission of grades. It is highly recommended that faculty record all student grades, including final examination grades, in the Grades area of the designated Canvas course shell.</p> <p><u><i>Recommended Amendments for Pandemic Events</i></u> <i>It is recommended that faculty begin planning for examinations that could be face to face or remotely given.</i></p>
<p>Office Hours Guide https://www.lasalle.edu/facultyguide/office-hours/</p>	<p>Faculty are required to devote time each week to student advising conferences. Normally, office hours equal to one-half your teaching load are scheduled to provide the time for advising. These office hours should be announced to your class and included in your syllabus. In cases where students or faculty are not present on campus, faculty should set up online office hours using</p>

	<p>your La Salle University Zoom account. To access your La Salle University Zoom account, click the Zoom button in the Tools menu of the mylasalle portal or go to https://lasalle.zoom.us and click Sign in.</p> <p><i><u>Recommended Amendments for Pandemic Events</u></i> <i>It is recommended that all faculty office hours be conducted remotely. Regular open office hours for drop in visits can be accommodated with a posted time for electronic communications, such as Zoom, Skype, FaceTime, etc. At no point will a student be required to meet with a faculty member in a F2F format for student hours.</i></p>
<p>Ordering Textbooks Guide https://www.lasalle.edu/facultyguide/textbook-ordering/</p>	<p>It is important that course materials be ordered in a timely fashion to ensure that they will be available when your students need them. Due dates for ordering texts are as follows:</p> <ul style="list-style-type: none"> • Summer term: March 15 • Fall term: April 15 • Spring term: October 15 <p>The preferred way to place your course materials order with the La Salle Outpost is by using Follett Discover. This can be accessed by logging into your mylasalle.edu, going to Tools, and clicking Follett Discover.</p> <p>For all course material inquiries, please email 2033txt@follett.com or call 215.951.1395.</p> <p><i><u>Recommended Amendments for Pandemic Events</u></i> <i>It is recommended that faculty select course materials, including required software, that are easily accessible electronically should we need to pivot to online learning and to accommodate students in quarantine.</i></p>
<p>Outside Speakers</p>	<p>All faculty submit course syllabi to Department Chairs prior to the beginning of class. Syllabi should include information about the courses' schedules, including guest speakers and any off-campus trips.</p> <p><i><u>Out of an abundance of caution, it is recommended that all outside speakers invited to share their expertise with our students, faculty, and staff, including local non-La Salle guest speakers, share their expertise using Zoom (i.e. not be physically present on campus; no permission needed). Similarly, we request that La Salle faculty and staff who serve as guest speakers at other institutions share their expertise via Zoom.</u></i></p>
<p>Trips Off Campus</p>	<p>All faculty submit course syllabi to Department Chairs prior to the beginning of class. Syllabi should include information about the courses' schedules, including guest speakers and any off-campus trips.</p> <p><i><u>Recommended Amendments for Pandemic Events</u></i> <i>In the event that the University must conduct contact tracing, faculty will be asked to submit a list of all off-campus trips, the dates, times, and locations to their dean's office prior to the beginning of the course. This list should be updated as trips change. Faculty will ensure that all members of the trip are following La Salle University Pandemic Guidelines safety recommendations and any additional required guidelines imposed by the personnel from the external location.</i></p>
<p>Posting Course Syllabi https://www.lasalle.edu/facultyguide/course-syllabus/</p>	<p>The course syllabus must be posted to the Syllabus area of the course Canvas shell by the first day of class. Ideally, you should post the syllabus to Canvas and publish the course approximately a week before classes begin so students can review it and obtain books. In addition, you should distribute a syllabus to your students on the first day of class. See the Adding Your Syllabus page in our Faculty Guide to Canvas for instructions on how to post your syllabus in Canvas. The syllabus document provides students with an outline of the course content and other expectations you have of them, including grading scheme, policy on absences, policy on academic integrity, classroom etiquette, and assessment, such as the number of tests, quizzes, and papers. In addition, the syllabus should indicate any office hours you will have on campus/and or virtually, and how you may be reached. In preparing your syllabus, use the syllabus checklist and refer to</p>

	<p>the course syllabus templates for <u>face to face courses</u> and for <u>online courses</u>, both of which are available on the Portal document library. Faculty teaching online/blended courses should also refer to the <u>Instructional Equivalencies table</u> to ensure course hours adhere to the Department of Education’s “seat hours.”</p> <p>Your department chairperson/program director should be able to provide you with syllabi of others who have taught the course. Normally your course learning outcomes should be in agreement with the learning outcomes that the department/program has for the course. If you have questions about these issues, discuss them with your department chair/program director. A copy of your syllabus must be given to your department chair/program director for filing.</p> <p><u><i>Recommended Amendments for Pandemic Events</i></u> <i>During the course of pandemic events, syllabi should be updated to reflect changes in teaching modality, examination expectations, and grading as necessary. The use syllabus templates and specific wording for personal safety (page 6& 7) and permission to record (page 9) is highly recommended. The updated syllabus should be uploaded to electronic learning management system and all students and the instructor’s chair shall receive a notice of the change.</i></p>
<p>Return of Student Work https://www.lasalle.edu/facultyguide/return-of-student-papers-examinations/</p>	<p>Assignments, papers, quizzes and examinations should be returned within a reasonable time (ideally within one week), particularly mid-semester examinations, in order to give students feedback on their course progress. Students have the right to request an explanation of a grade on such work. Faculty are encouraged to use rubrics to clarify their assessment standards and expectations of student work.</p> <p><u><i>Recommended Amendments for Pandemic Events</i></u> <i>Any physical material (those not able to be submitted through electronic means) that needs to be returned to students in quarantine will be delivered using Faculty Pandemic Guidelines.</i></p>
<p>Student Attendance Policy/Guideline</p>	<p>Students are expected to attend classes regularly. Absence beyond the control of the student, such as illness or serious personal or family situations, should be explained to the instructor. If an absence extends over a protracted period of time, the student should notify the Assistant Dean of the School under which the major falls. Attendance is taken from the first regular class day regardless of the time of registration.</p> <p>Students should follow the University attendance policy or the Attendance Policy that has been adopted within their School (example, LSB) or Major (example, NUR).</p> <p><u><i>Recommended Amendments for Pandemic Events</i></u> <i>Faculty should work with their departments to determine how to approach attendance policies to accommodate for pandemic events and related issues.</i></p>
<p>Student Grading Policy/Guideline https://www.lasalle.edu/facultyguide/grading/</p>	<p>Existing grading policy: https://www.lasalle.edu/facultyguide/grading/</p> <p><u><i>Recommended Amendments for Pandemic Events</i></u> <i>Provided that the University is able to offer courses in the manner in which they are listed (for example, not needing to switch to online mid-semester due to a pandemic event), the standard grading policy will apply. This policy may be revisited should the University need to change delivery modalities.</i></p> <p><u><i>Student Grade Policy Disruption Provisions:</i></u> https://www.lasalle.edu/catalog/undergraduate/academics-requirements-expectations-and-policies/#ftoc-provisions-for-temporary-alternate-grades-in-the-event-of-significant-disruption</p>
<p>Submitting Final Grades https://www.lasalle.edu/facultyguide/grading/</p>	<p>Final grades for all students and mid-term grades for day school freshmen, sophomores, and new day school transfer students must be posted via Br. LUWIS. Please submit these grades no later than their due date.</p> <p><u><i>Recommended Amendments for Pandemic Events</i></u> <i>None</i></p>

Faculty Guidelines During Pandemic Events

Safety Precautions in the Classroom/Social Distancing/Usage of Personal Protective Equipment (e.g. Masks)

For the safety of our community, faculty, staff, and students are expected to abide the University's Pandemic Event health guidelines. Signage in all classrooms and public spaces will provide guidance for proper social distancing and mask usage. Students failing to comply should be reported using the Incident Report on the portal page.

Recommended Amendments for Pandemic Events

All faculty, students, and staff will be required to complete a training video outlining evidence-based safety precautions that are expected to be implemented while on La Salle's campus.

Faculty will have:

- *training on how to support social distancing in the classroom*
- *training on how personal protective equipment is required and deployed in the classroom*
- *training on how to adapt your personal pedagogy to meet safety guidelines*
- *an understanding of the University's compliance policy and its enforcement*
- *safety and compliance statements should be in their syllabi regarding these measures from the Pandemic Guidelines*
 - *The following is a sample insert provided by one of our Public Health faculty members:*

In order to protect our community, students must self-monitor their health daily. Be alert for symptoms including fever, cough, and shortness of breath. (Review the CDC's list of COVID-19 symptoms.)

- *Students should:*
 - *Take your temperature each morning before leaving your residence. If your temperature is 100.4 degrees F/ 38 degrees C or higher, do not enter campus or leave your campus residence. **Stay home!** Contact your health care provider first. **See the Identifying Positive Cases section of the return to campus plan for more details on what to do if you are symptomatic.***
- *If you or someone in your household is experiencing COVID-19-like symptoms, **stay home!** Leaving home when you are sick puts the entire University community at risk.*
- *Students are required to notify faculty when they are missing class due to suspected COVID-19-like symptoms. (See the Self-Reporting section of this plan for further guidance.)*
- *All students are required to self-report to the University if **any** of the following three scenarios are true and students must email studenthealth@lasalle.edu. **Students should not come to class!***
 - *If You have tested positive for COVID-19, and/or you have been exposed (close contact of 6 feet or less for at least 15 minutes) to someone who has tested positive for COVID-19, and/or you are showing any of the COVID-19 symptoms **Stay home!***
- *Students who need to miss class will continue to have access to their course materials and should continue to complete their coursework. Students will not be penalized for missing class. (Faculty can address how missed exams and assignments, etc. will be handled)*

	<ul style="list-style-type: none"> ○ <i>If you need to miss classes for an extended time period, please review the Academic Pandemic Response Policy for information on leaves of absence.</i>
Teaching Modality	<p>Currently, courses are expected to be delivered in the manner in which they have been listed by the Registrar (and approved by the Department Chair)</p> <p><u><i>Recommended Amendments for Pandemic Events</i></u></p> <ol style="list-style-type: none"> 1. <i>Faculty teaching face to face courses are expected to be able to pivot to an online teaching model should the need arise.</i> 2. <i>In the case that the state's or city's designation changes mid semester (i.e. from restrictive to less restrictive), the course will be completed in the same modality in which it began, unless designation reflects an increase in restrictions.</i> 3. <i>In order to accommodate students who are unable to attend class F2F due to pandemic related health issues, it is recommended that faculty provide alternate remote learning methods.</i> 4. <i>It is required that faculty set up their courses and manage their students' progress in Canvas such that another colleague could step in and teach that course should the faculty member fall ill.</i> 5. <i>Faculty who anticipate a work accommodation that precludes face to face instruction, should complete an online/remote training program offered by the university or have evidence of completion of a similar training at a prior institution or have successfully taught at least four online courses in the four years prior to the pandemic event.</i>
Recording of F2F and Remote Lectures	<p><u><i>Recommended for Pandemic Events</i></u></p> <ol style="list-style-type: none"> 1. <i>Instructors may choose to record synchronous F2F and remote lectures at their discretion.</i> 2. <i>If students are included in the recording, the instructor should obtain student permission and outline their recording policy in the syllabus (See page 9 for wording)</i> 3. <i>At the discretion of the instructor, the posting of any individual session can be marked for editing if it needs to protect the participants who have shared personal information.</i>
Compassionate Pedagogy/Being Lasallian	<ul style="list-style-type: none"> • While your course might be designated as F2F, we urge you to ensure that at least the class materials are available for those students who may be in quarantine • Please respond to student emails within a timely manner. • Ensure some graded materials are incorporated early in the class so that students know how they are doing in the class (vs. loading most assignments near the end of class, making it harder for students to consider using the W mechanism). • Provide flexibility for students, when possible. Faculty members are expected to work with the student on a case-by-case basis to address the student's needs. • Use Students of Concern process as appropriate. • Ensure students know how to request Academic Accommodations. This information should be posted in your course syllabus. • Regularly post all grades to Canvas so that the student is aware of how they are progressing. This is also important in the event that the lead faculty member becomes ill during the semester. • As a faculty member, if a student identifies to you that they have been exposed to or have tested positive for pandemic event, please communicate this information to approved La Salle health and safety personnel using the Students of Concern mechanism within 24 hours. Of note, this information should be treated as confidential. • Be flexible regarding student attendance due to pandemic related issues. Faculty members are expected to work with the student on a case-by-case basis to address the student's needs. • <i>Take care of your own personal safety and health. Be in touch with chair/director to communicate your needs or challenges.</i>

Scheduling Preference	<p><u>Recommended for Pandemic Events</u></p> <ol style="list-style-type: none"> 1. Modalities <ol style="list-style-type: none"> a. Face to Face Instruction – assumptions of physical distancing and mask usage is required for face to face instruction <ol style="list-style-type: none"> i. Freshman level courses – Core first, then majors ii. Classes that meet only once a week iii. Pedagogical (Labs, clinics, etc.) b. Remote Instruction <ol style="list-style-type: none"> i. All currently online—web-based classes ii. Graduate, Senior then Junior level classes iii. A few Freshman and Sophomore level classes c. Staggered Face to Face Instruction <ol style="list-style-type: none"> i. Staggered by Day: students attend 1 day and remote learn on other days. Faculty can choose <ol style="list-style-type: none"> 1. To have different instruction on days with remote instruction that is synchronous or asynchronous. 2. To offer the same instruction on all Face to Face days and provide remote instructions for the rest of the week ii. Staggered by Time: For classes that meet once a week, the instructor could choose to offer Face to Face to 50% of the class in the first half of the class time and to the other 50% of the class in the second half of the class time. Faculty can choose <ol style="list-style-type: none"> 1. To have different instruction at different times with remote instruction that is synchronous or asynchronous. 2. To offer the same instruction on all Face to Face times and provide remote instructions for the rest of the required class time. 2. The university may consider block scheduling (e.g. 2 7-week sections per term) so that a larger number of face to face instructions can be accommodated in the limited number of large classroom spaces. Details of how block scheduling would work at La Salle are under discussion.
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Existing Student Policies and Expectations

<p>Academic Accommodations https://www.lasalle.edu/academic/learningsupport/academic-accommodations/</p>	<p>Every student at La Salle is given equal opportunity for participation in classes, academic activities, programs, and extra-curricular offerings. Students who need accommodations in order to fully partake in these activities must submit medical or psychological certification of an illness or condition. Once the University obtains the student’s completed documentation, we will work with him/her to make the accommodations.</p> <p><u>Recommended Amendments for Pandemic Events</u> <i>If a student has an underlying health condition that warrants accommodation under pandemic conditions (relative to state and/or city restrictions), the student should follow the existing Academic Accommodations processes.</i></p>
<p>Student Attendance Policy</p>	<p>Students are expected to attend classes regularly. Absence beyond the control of the student, such as illness or serious personal or family situations, should be explained to the instructor. If an absence extends over a protracted period of time, the student should notify the Assistant Dean of the School under which the major falls. Attendance is taken from the first regular class day regardless of the time of registration.</p>

	<p>Students should follow the University attendance policy or the Attendance Policy that has been adopted within their School (example, LSB) or Major (example, NUR).</p> <p><u>Recommended Amendments for Pandemic Events</u></p> <ol style="list-style-type: none"> 1. <i>Should a student enter quarantine, the faculty may work to develop a plan for the student to continue in the course.</i> 2. <i>Should a student fall ill with pandemic virus, or lives with someone who falls ill or has an existing health condition, the student should notify studenthealth@lasalle.edu..</i> 3. <i>If the situation requires an extended period of absence, the student should notify the Assistant Dean of the School under which the major falls.</i> 4. <i>If possible, the student will continue to attend and participate in the course remotely.</i>
<p>Being Recorded in Classes</p>	<p><u>Recommended for Pandemic Events</u></p> <ol style="list-style-type: none"> 1. <i>Instructors may choose to record synchronous F2F and remote lectures at their discretion.</i> 2. <i>If students are included in the recording, the instructor should obtain student permission and outline their recording policy in the syllabus (See wording below).</i> 3. <i>At the discretion of the instructor, the posting of any individual session can be marked for editing if it needs to protect the participant(s) who have shared personal information</i> <p>The following should be included in a class syllabus to provide blanket permission for recordings.</p> <p>“This class or portions of this class will be recorded by the University for <u>educational purposes</u>. The recording of class sessions will enable a student to see and/or hear the class lecture and class discussions at a later time in the event that the student is unable to attend the live class session in person or from home. Students who were present in a recorded class and who seek access to the class recording to gain a better understanding of material discussed in that class session are also welcome to view and/or listen to the class recording.</p> <ul style="list-style-type: none"> · Class recordings will be deleted/destroyed within a reasonable period following completion of the semester. · Access to class recordings will be controlled via a secure platform and will be restricted to students enrolled in the course, the Instructor, University officials with a legitimate educational basis, and University IT personnel necessary to maintain the system of recordings. The recordings may be edited prior to release in order to remove sensitive content or inappropriate behaviors. · By registering for or attending this course, a student consents to La Salle University making and maintaining class recordings consistent with the above. · Students continue to be prohibited from recording class sessions themselves and prohibited from the distribution of class recordings made by the University. Individual

	<p>requests for students to record class sessions should be directed to Rose Lee Pauline, Affirmative Action Officer, Title IX Coordinator, Academic Affairs Support Specialist.”</p>
<p>Drop Add Period</p>	<p>Students typically have a 7-day grace period to add or drop a course in a 15- week semester. Students should check the academic calendar for specific add/drop dates.</p> <p><i><u>Recommended Amendments for Pandemic Events</u></i> <i>Provided that the University is able to offer courses in the manner in which they were advertised (for example, not needing to switch to online mid-semester due to Pandemic events), the standard add/drop policy will apply. This policy may be revisited should the University need to change delivery modalities.</i></p>
<p>Grading Policy & Evaluation of past grade policy</p>	<p>Existing undergraduate grading policy: https://www.lasalle.edu/registrar/undergraduate-grading-system/</p> <p>Existing graduate grading policy: https://www.lasalle.edu/registrar/graduate-grading-system/</p> <p><i><u>Recommended Amendments for Pandemic Events</u></i> <i>Provided that the University is able to offer courses in the manner in which they were advertised (for example, not needing to switch to online mid-semester due to PANDEMIC EVENTS), the standard grading policy will apply. This policy may be revisited should the University need to change delivery modalities.</i></p> <p><i>Student Grade Policy Disruption Provisions:</i></p> <ol style="list-style-type: none"> 1. <i>Undergraduate Link:</i> https://www.lasalle.edu/catalog/undergraduate/academic-s-requirements-expectations-and-policies/#ftoc-provisions-for-temporary-alternate-grades-in-the-event-of-significant-disruption 2. <i>Graduate Link:</i> https://www.lasalle.edu/catalog/graduate/academic-policies/#ftoc-grading
<p>Incomplete Grades <u>Undergraduate Link</u> https://www.lasalle.edu/catalog/undergraduate/academic-s-requirements-expectations-and-policies/#ftoc-incomplete</p> <p><u>Graduate Link</u> https://www.lasalle.edu/catalog/graduate/academic-policies/#ftoc-grading</p>	<p><u>Undergraduate:</u> The “I” grade is a provisional grade given by an instructor to a student who has otherwise maintained throughout the semester a passing grade in the course, but who has failed to take the semester examination or complete the final project for reasons beyond his or her control. All “I” grades that have not been removed within three weeks of the last regular examination of the semester become “F”s. When it is physically impossible for the student to remove this grade within the time limit, he or she must obtain a written extension of time from the Assistant Dean of his or her school.</p> <p><u>Graduate:</u> An Incomplete grade ("I") is a provisional grade given by an instructor to a student who has otherwise maintained throughout the semester a passing grade in the course, but who has failed to take the semester examination or complete the final project for reasons beyond his or her control. "I" grades are not granted to students automatically. Rather, the submission of an "I" grade is at the discretion of the course instructor to whom the student must make the request for an "I" grade. A student who</p>

	<p>receives a grade of “I” for a course must complete the remaining work within the timeframe of the next semester immediately following that in which the “I” was submitted (regardless of whether the student is enrolled in course work or not during that subsequent semester). The instructor sets a time limit for completing the work no later than the last day of final examinations of the following semester. If the work is not completed successfully within that time, the “I” will remain on the transcript permanently. The student must re-register for the course, and complete the course with a satisfactory grade to receive credit for the course. When it is impossible for the student to remove this grade within the time limit, he or she must obtain a written extension of time from his or her program director, as well as the dean of his or her school.</p> <p><i><u>Recommended Amendments for Pandemic Events</u></i> <i>Provided that the University is able to offer courses in the manner in which they were advertised (for example, not needing to switch to online mid-semester due to pandemic events), the standard Incomplete policy will apply. This policy may be revisited should the University need to change delivery modalities.</i></p>
<p>Withdrawal https://www.lasalle.edu/registrar/withdrawal-policy/</p>	<p>The “W” grade is assigned when a student officially withdraws from a course prior to its completion. The request for withdrawal from a course is filed by the student through his or her Dean’s or Graduate Director’s office. The request must be filed on or before the “Last day to withdrawal from a class,” as published in the Academic Calendar. After this date, grades will be assigned that reflect the result of the student’s course attendance and performance.</p> <p>Contact the offices of Financial Aid and Student Accounts Receivable to determine whether an outstanding balance is due, to inquire about financial implications of withdrawal, and to make arrangements to meet financial obligations.</p> <p><i><u>Recommended Amendments for Pandemic Events</u></i> <i>Provided that the University is able to offer courses in the manner in which they were advertised (for example, not needing to switch to online mid-semester due to pandemic events), the standard Withdrawal policy will apply. This policy may be revisited should the University need to change delivery modalities.</i></p>
<p>Appeal of Final Grade</p>	<p>If a student believes that his or her final grade was based on an arbitrary or capricious action or some other inappropriate criteria not linked to academic performance the student must follow the procedures fully described in the Student Guide to Resources, Rights, and Responsibilities.</p> <p>The Grade Appeal Process is initiated by the student. This procedure applies only to assignment of the final course grade. There is a strong presumption that the faculty member’s course grade is based solely on academic performance and is authoritative. Thus, the burden of proof to support the alleged unjust grade remains at all times with the student initiating the process. Overturning a final course grade requires substantiating that the alleged unjust final grade was based on an arbitrary or capricious action or some other inappropriate criteria not linked to academic performance.</p>

	<p><u>Recommended Amendments for Pandemic Events</u> None</p>
<p>Safety Precautions in the Classroom/Social Distancing/Usage of Masks</p>	<p>For the safety of our community, faculty, staff, and students are expected to abide the University’s Pandemic Event health guidelines. Signage in all classrooms and public spaces will provide guidance for proper social distancing and mask usage. Students failing to comply will be reported.</p> <p><u>Recommended Amendments for Pandemic Events</u> Students will have:</p> <ul style="list-style-type: none"> • training on how to support social distancing in the classroom • training on how personal protective equipment is required and deployed in the classroom • an understanding of the university’s compliance policy and its enforcement