Sent on Behalf of Dr. Brenda Kurz, MSW Program Director

UCONN | SCHOOL OF SOCIAL WORK

MSW Students

In an effort to address concerns that have been raised regarding the challenges faced by graduate students during the pandemic, the Graduate Faculty Council recently approved a motion to temporarily allow any graduate student to convert a course taken in Spring 2020 from "graded" to "pass/fail or withdraw-audit," with approval of the MSW Program Director. This option is available to all graduate students in a degree or certificate program under the jurisdiction of The Graduate School. Students can, but need not, wait until after receiving their grade to decide whether to seek a conversion. However, once a course is converted, it cannot be converted back to a letter-graded course.

For graduate students, a passing grade in a course converted to P/F is defined as an overall grade of C- or higher. A course for which the student has a P grade can, with approval of the MSW Program **Director**, be included on the student's graduate Plan of Study or Advisement Report. Courses that have been converted to Audit (those with a grade of less than a C-) will appear on the student's transcript as "WAU." A course that has been converted to Audit **cannot** be used on a graduate Plan of Study or Advisement Report.

Making this change will not affect financial aid for most UConn students. Veterans, however, should check with the UConn Office of Veteran Affairs and Military Programs veterans@uconn.edu before requesting the conversion to see if the switch would impact their veteran's related financial aid.

Any MSW student wishing to convert a class to P/F or Audit should email the MSW program director Brenda.Kurz@UConn.edu by **Monday, May 18, 2020** and are to use the following template, filling in the bolded and bracketed content for each class.

> MSW Program Director Kurz: I, **[student's name, people soft ID #]** am requesting that the final letter grade for the course **[course prefix, course number]** be converted from the "graded" option to pass/fail or withdraw-audit. I understand that once a course is converted, it cannot be converted back to a letter-graded course. Courses that have been converted to Audit will appear on the student's transcript as "WAU." A course that has been converted to Audit **cannot** be used on a graduate Plan of Study or Advisement Report.

If the MSW Program Director approves a student's request, the Program Director should forward the original email from the student, indicating approval of the request, to the Registrar's Office and copy the student and the student's advisor on the approval email. The approval email must then be sent from the program director's UConn email address to the Registrar's Office by Friday, May 22, 2020. Extensions of the deadline (due to extenuating circumstances) will be allowed only with the approval of The Graduate School.

The Graduate School's FAQ page regarding graduate education and COVID-19 has been updated to reflect this information. There is guidance on that resource page for both students and faculty.

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