



March 20, 2020

Dear Students,

With our change to online courses starting on Monday March 23rd, we are providing options to support your success as you complete the spring semester:

- **Pass/Fail option** - During the first two weeks of online instruction (up to April 3, 2020), you have the option to take up to 12 credits as Pass/Fail. These 12 credits can consist of elective courses (elective in this case is defined as any course not required for a major or a minor). However those 12 credits may also include courses for your major or minor following approval by the department chair/director. For each course that you wish to request a change to Pass/Fail, make sure to consult with your academic advisor and then complete this [form](#).

Instructions for completion:

- Download the form;
- Complete section A (we will accept typed names as electronic signatures);
- SAVE the form (and it would be helpful if you rename it to include your name and the course name); **and**
- Email the completed form as an attachment to your academic advisor, the instructor of the course, and the department chair.

If you do not have access to technology that will allow you to follow the steps for the form listed above, please contact your academic advisor.

If you do not know the name of your academic advisor, please check OASIS.

Note: A “P” grade will not improve your GPA. Please keep that in mind if you are on academic warning or probation or if you need to increase your GPA for any other reason.

- **W option** - The option to withdraw from a course (with a “W” on your transcript) is extended to May 5, 2020. After May 5, any withdrawals will result in a “WF” on your transcript. If you are considering withdrawing from any course, make sure to consult with your academic advisor and financial aid. Note that students still need to be enrolled in 12 credit hours to be considered full time to maintain financial aid eligibility. You can withdraw from a class through OASIS unless you are on financial hold. If you are on financial hold and are choosing to withdraw from a course, you need to email the Assistant Registrar, Cindy Hay ([chay@heidelberg](mailto:chay@heidelberg)), and cc: your academic advisor on the email.

Please know we are exploring additional options to support your success through our focus on our academic mission.

Sincerely,

A handwritten signature in black ink that reads "Beth M. Schwartz". The signature is written in a cursive style with a large, looping initial "B".

Beth M. Schwartz, Ph.D.

Vice President for Academic Affairs & Provost