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Faculty- and staff-related topics

- UMaine and UMM community public health alert system
- UMS community guidance**
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- Plans and resources**
- UMS Return to Campus Guide for Faculty, Staff, and Student Employees (PDF)
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Friday Futurecasts and Updates from Campus Leaders

Friday Futurecast – October 30

Published: October 30, 2020

Friday Futurecast – October 23

Published: October 23, 2020

Friday Futurecast – October 16

Published: October 16, 2020

Friday Futurecast – October 9

Published: October 9, 2020

Friday Futurecast – October 2

Published: October 2, 2020

Guidance for faculty, staff and students

Do students have a Pass/Fail option in fall 2020? NEW

Undergraduate and graduate students enrolled in University of Maine classes have the option to convert their fall 2020 class(es) from graded to Pass/Fail, or to withdraw from one or more classes without academic penalty (equivalent to a grade of W).

The university's goal in making these changes is to be as student-centric as possible by offering choices that promote academic integrity and positive learning outcomes.

The Pass/Fail and course withdrawal policy and procedure for fall 2020 are:

Pass/Fail

1. Students will have one week after grades are posted to select the P/F option. The deadline for posting grades in MaineStreet is December 26, so the deadline for selecting the P/F option is January 2, 2021. You can select P/F for one or more fall courses by completing an online form that will be made available through the Office of Student Records on December 14, 2020. Do not submit the form until final grades have been posted. Students are encouraged to discuss their grading choices with their academic advisor.
2. Pass/Fail grades will follow the definitions in the Faculty Handbook, which are:
 - a. LP, Low Pass, for a course passed on the pass/fail grading option equivalent to a D+, D, or D-. Credit is earned, but the grade point average (GPA) is not affected.
 - b. P, Pass, for a course passed on the pass/fail grading option equivalent to a C- or above. Credit is earned, but the grade point average (GPA) is not affected. Students will need to consult with Faculty about requirements necessary to earn a Pass.
 - c. F, Failed means that no credit is earned and the GPA is not affected.
3. With this policy and procedure, the university will allow students to take multiple courses P/F. A P/F course will be treated as a graded course for the purpose of degree completion and coded by Student Records to allow the course to meet requirements within allowable limits (e.g., a P may be required as opposed to a LP).
4. P/F courses will not count in the GPA. A grade of P will not meet a "C+ or higher" prerequisite requirement. For fall 2020, a grade of P will be counted as a C rather than a C-.
5. Once you have chosen a P/F for a course, there is no-opt out. From that point the course will remain P/F.
6. Please note: In some majors, a P will not satisfy licensure or accreditation requirements. Also, the transfer of a P or LP grade to another academic institution will depend on that institution's transfer policies. If you have questions, please contact a faculty member, professional advisor, department chair, associate dean, or dean. They are all here to assist you in making this choice.
7. Faculty members and professional advisors will communicate with students to ensure that each is aware of the opportunity to select P/F in one or more courses by January 2, 2021.

Course withdrawal

1. Students may choose to drop a course and receive a W grade (withdrawal) without academic penalty. The deadline for dropping is 4 p.m. on December 11, 2020. To drop a course, contact the associate dean or director of your department or college to get an official course add/drop request form and the required signatures. Check with your academic department for its procedure. Please note: Courses dropped will show on the student's academic record with a grade of W. The grade will not be computed into the semester average as a failing grade. (Bottom line: It is costly to pay for courses and drop them, but sometimes you may need to drop a course to reduce stress. Please see your academic advisor if you have questions.)
2. Please note: students need to maintain 6 or more credit hours to keep their student loans deferred. Because each situation varies, students who receive financial aid should contact the Office of Student Financial Aid in person (Wingate Hall) by phone (207-581-1324), or at [the Student Financial Aid website](#). If you have a scholarship, check with the provider about any special stipulations. Special conditions may apply to international students and student athletes. They are encouraged to contact staff in [the Office of International Programs](#) (Stodder Hall, 207-581-3437) and Academic Support Services for Student Athletes (207-581-1833), respectively, with any questions.
3. Dropping a course may affect your academic standing or eligibility to live on campus. You are encouraged to talk with an academic advisor and a representative of [Residence Life](#) or the Director of Housing at 207-581-4580 to determine your status if you drop a course.

Graduate School Policy

There are some nuances that vary depending on whether you are a graduate student or undergraduate student in a course. If an undergraduate student intends to use the course for graduate degree credit—for example, in a 4+1 program—then Graduate School policies (below) will apply. If you are using the course to complete an undergraduate degree, then a C- is still considered a P, whereas a minimum grade of B- is required if the credits were used towards a graduate degree.

1. Graduate students may declare a pass/fail grading option in any fall 2020 graduate (500/600) course, recognizing that a minimum grade of B- is required to receive a pass.
2. Undergraduate students may declare a pass/fail grading option in any fall 2020 graduate (500/600) course. A minimum grade of C- is required for a pass at the undergrad level and a minimum grade of B- is required for a pass if the student intends to use the credit in partial fulfillment of a graduate degree (e.g., 4+1 programs).
3. Graduate and undergraduate students may use the credits from a fall 2020 graduate course listed with a pass/fail grading option in partial fulfillment of the requirements of a graduate degree.
4. Graduate students may use the credits from a 400-level course with a pass/fail grading option in partial fulfillment of the requirements of a graduate degree as long as the course is approved by the program and the Graduate School to count for the degree.

If you have questions, please contact the graduate program coordinator in your academic department or the Graduate School at 207-581-3291 or graduate@maine.edu.

What is the most up-to-date guidance and resources for UMaine and UMM employees?

Human Resources has a [Welcome to Fall Semester website](#). Employees with questions also can contact their HR Partner or the Employee Benefits Center at benefits@maine.edu; 866.269.9635 or 207.973.3373.

What should UMaine faculty and staff do when preparing to return to their workplaces?

Online training is expected of all employees returning to a UMS campus. This is a link to [Return to Campus Training in UMS Academy](#). And there is more information on the University of Maine System [Together for Maine website](#). COVID-19 health and safety guidance for faculty and staff, including information on how the university community will be notified of positive cases, is on the [umaine.edu/return website](#). Testing for RT PCR active infection on campus is for students, new employees and graduate assistants arriving from out of state, or current employees traveling back to campus from out of state. Face coverings are required indoors and outside while on campus. Employees alone in their office are not required to wear face coverings. For further questions, contact Ryan Ward in Facilities Management, who can provide assistance in evaluating office layouts and protective equipment, if needed.

What does the 2020–21 academic calendar look like?

The [updated 2020–21 academic calendar](#) is online.

Is there guidance for employees returning to campus, and UMaine offices and facilities statewide?

The University of Maine System has an online "[Return to Campus Training Guide](#)," and a [series of UMS Return to Campus videos](#), with [ASL versions](#). The July 6 human resources communication in connection with the UMS Together for Maine initiative is [online](#).

Will the university provide face coverings required for employees while on campus?

Yes. Two reusable cloth face coverings are made available to each UMaine and UMM employee on return to campus. Colleges and departments can use the online [COVID-19 Essential Supplies Request Form](#) to order as-needed supplies, such as hand sanitizer, cloth face coverings, disposable surgical face masks, clear hygiene barriers and social distancing floor signs.

Should individual employees be using the supplies request form to place PPE orders in order to conduct research and other activities specific to their research groups?

No. The [COVID-19 Essential Supplies Request Form](#) was not designed for individuals to order supplies. UMaine's Emergency Operations Center supply chain was developed to document all supplies directly relate to the COVID 19 mitigation efforts. Depending how a division is organized, unit supervisors or above should be the only ones placing orders. Those orders should also intersect with your Return to Work plan and be based on calculated—not perceived—need. In addition, we cannot acquire items not listed under this process. All other expenditures need to follow regular channels.

