

The approved changes to the Academic Code are in response to the COVID-19 pandemic. These changes apply to students who were enrolled during spring 2020, summer 2020, fall 2020, spring 2021, or summer 2021, and were disrupted by the virus.

Overview

If a student experiences disruption to their academic progress during COVID-19, they will be eligible for the following changes in the Academic Code of the Graduate School.

4.4 Incomplete Coursework

Update for disrupted students:

A grade of “Incomplete” (I) should be given *only in exceptional circumstances* and only for compelling reasons. When a student receives a grade of I, he or she has **60 calendar days** from when grades were due (for the semester in which the I was given) to complete the coursework. The instructor of record then has 14 calendar days to report the grade. If the coursework is not completed by this date, the grade of I will be changed permanently to a grade of F. Extensions for Incompletes require formal approval from the associate dean for academic affairs in the Graduate School. The associate dean reserves the right to seek appropriate documentation from the Office of Disability Services if a request for an extension to the **60 calendar days** is made for mental or physical health reasons.

5.1 Leave of Absence

Update for disrupted students:

For exceptional reasons and on the recommendation of the program, a student in good academic standing may request a leave of absence for a maximum of **three consecutive semesters**. A request for a leave of absence can be made for study, athletic training, military, mission work, medical, and personal reasons. A request for a leave of absence must be made before the first day of the semester in which the leave is requested, and be approved by the Graduate School. If, for some urgent reason a student chooses to leave the University after the beginning of the semester, the student must officially withdraw from the University. If the student does not return at the end of the leave of absence period, he or she is no longer considered a student at Notre Dame and must go through the readmission process if he or she decides to return.

In the case of a medical leave of absence, the Graduate School may require a recommendation from the University Health Center or University Counseling Center regarding the student’s readiness to resume academic work prior to readmission.

5.2 Medical Separation for Academic Duties

Update for disrupted students:

Students enrolled in the Graduate School who wish to temporarily interrupt their programs for medical reasons must make an official request to the Graduate School. Students are eligible under this policy if **they, their spouse, or their dependent(s)** have a “serious medical condition.” For purposes of this policy, “serious medical condition” is defined as a medical condition that (1) requires a multiple-day

hospitalization OR (2) renders the student unable to engage in coursework and all other Graduate School-related duties for a period of at least ten (10) calendar days. Written certification by a physician that ***the student, their spouse, or their dependent(s)*** has a serious medical condition as defined in this policy must be submitted to the Graduate School as soon as the need arises (for emergency requests). In situations involving childbirth or adoption, see section 5.3. In all cases, regardless of the nature of the medical condition, the duration of the separation will be as certified by the physician up to a maximum of six weeks. Students may utilize this medical separation policy two times during their graduate studies. Should students need more than six weeks at any one time, they must withdraw from the University. The Graduate School approves leaves of absence for one or more semesters for medical or other reasons (see section 5.1).

5.6.3 Probation Initiated by the Graduate School

Update for disrupted students:

In addition to the probation letter initiated by the student's program of study, there are three ways in which the Graduate School may place a student on probation. These are:

1. A cumulative grade point average below 3.0 in any two semesters;
2. A failure to pass candidacy exams by the end of the ***ninth semester***;
3. Earning a U in research for two consecutive semesters.

Students who are placed *on probation* by the Graduate School will receive an official letter from the associate dean for academic affairs in the Graduate School informing them of their status change.

6.2.6 Time Limit

Update for disrupted students:

The student must fulfill all doctoral requirements, including the dissertation, its defense, and the official submission within ***nine years*** from the time of matriculation, unless interrupted by approved medical leave(s) and/or approved childbirth accommodation(s). Failure to complete any of the Graduate School or program requirements within the prescribed period results in forfeiture of degree eligibility.

6.2.6.1 Dissertation Completion Status

Update for disrupted students:

Current students in their 8th or 9th year would not enroll in dissertation completion status during AY 20-21. Instead, they would enroll as full-time students with a full tuition scholarship.

If, ***after the time limit expires***, a student has not fulfilled all doctoral requirements, he or she may apply for *dissertation completion status* for up to two semesters. Students who are granted this status are considered part-time and must register each semester for the equivalent of one credit hour of resident tuition, payable by the student.

Institutional Policy Changes in the *Bulletin of Information*

Update for disrupted students:

Doctoral students are eligible for assistantships and fellowships funded by the University during their first **7 years of study**. Masters' students are eligible for assistantships and fellowships funded by the University during their first **4 years of study**. There is no eligibility limit for doctoral or masters' students receiving fellowships and assistantships funded from other sources.