Memo to Faculty Regarding Action Needed for H-22 Eligible students

From Dr. Judith Bilsky, Interim Vice President, Academic Affairs

**Action Required by Nov. 14, 2022.**

Dear FSW Faculty:

Accompanying this communication *(****at the link found below****),* you will find class rosters for all sections you are teaching Fall term 2022. Originally in framing guidelines for the “new H-22” grade, the College had indicated that faculty would simply need to enter “H-22” as a final grade at the end of this term for those students who had not withdrawn, but were in your judgment unable to complete course requirements due to the personal impact of Hurricane Ian. This included not returning to active participation when classes resumed October 12th or returning, but then not able to continue participating. Some students may have advised you of their circumstances; others may not have.***With feedback from faculty, Student Affairs, Academic Deans and others, it has been determined that it would be most advantageous to faculty and students to not wait until grades are posted at the end of the Term to collect “H-22” information*.**

At this time, -***between November 7-14, 2022***,- the College is asking that you review the class rosters provided and enter an “H-22” for each student whom you feel will not be able to complete your course due to non-participation/attendance, erratic attendance, resulting in failure to complete all assignments/requirements since resumption of classes on October 12, 2022. ***Once you do so and submit your forms, students receiving an H-22 will be automatically notified by the College and their Canvas access will be suspended****.* Please do not indicate an “H-22” for those students who have requested an “I” and with whom you are willing to work to complete their requirements. At the end of this Term, you will then submit earned grades as usual for all students who continued to actively attend throughout the semester. At that time, you may still also submit a grade of “H-22” for any student who meets the criteria outlined above, but whom you did not previously identify.

Thank you in advance for your flexibility in all you have done and continue to do to ensure FSW students are able to continue on their educational path “post-Ian.” We are hoping that with your continued help, students will have time to “regroup,” not be disadvantaged financially and will return to the College to continue their studies in Spring 2023 and beyond.

<https://www.fsw.edu/hurricaneian/courses>.  Once a faculty member logs in, your courses will be displayed and you can choose each course to view the registered students. Once you click the course, the student listing will appear with check boxes next to each student.   Please put a check next to those students you want to apply the H22 to and hit review. Technical questions should be referred to [jason.dudley@fsw.edu](mailto:jason.dudley@fsw.edu)