Dear Dillard Student:

RE: COVID-19 and General Information Regarding the Spring 2020 Semester

Knowing that this situation has evolved quickly, I wanted to wait and make sure this communication did not get lost in more important communications previously sent. I know that you are anxious. We are too. This communication is long, but I strongly suggest you read it in its entirety.

One of the things I love about our motto Ex Fide Fortis “strength from faith” is the unwavering notion on faith. We all are called upon during this turbulent time to make changes in our daily lives that will help slow the spread of this deadly virus. We must ever now, rely upon our faith to lead and “Forever guide, Alma Mater”.

Normal, healthy routines should now be the order of the day for you. Don’t forget to 1) get plenty of sleep and to eat well, 2) engage in smart mindfulness practices, 3) use your resources. So in that light, please know that you are important to us and we definitely want to assist you like we normally would during this time. So the following are a few notes to help you move forward and stay on task.

**Office of Financial Aid & Scholarships (FAS)**

**Contacting Us:**
All staff within FAS are virtually providing services while telecommuting from home. At any point you have a question, please reach out to financialaid@dillard.edu. Should you not hear a response within 48 hours please reach out to the Director, Denise Spellman at dspellman@dillard.edu.

**Document Submission:**
You can submit all documents (save them as pdf file) to financialaid@dillard.edu. Once you are notified of what is missing, all of our requested documents can be found by clicking here. Check
your Dillard email often. We will communicate via email whenever necessary and will send your Financial Aid Award Letter for the 2020-2021 school year to that address.

**A completed 2020-2021 Financial Aid file includes the following:**

- [ ] 2020-2021 FAFSA processed and on file
- [ ] 2020-2021 Verification Worksheet
- [ ] 2018 Parent Tax transcript submitted (if applicable) [Click here](#) for instructions on how to retrieve from IRS
- [ ] 2018 Student Tax transcript submitted (if applicable) [Click here](#) for instructions on how to retrieve from IRS
- [ ] Any other requested documents from your FA counselor (check myDU or read the notices sent to you)

**All of the above is DUE by APRIL 15, 2020**

Note: Continuing students should ensure that all required actions related to financial aid for the next year are completed well before May 1st. Now that you are at home, the extra time should be used wisely. The financial aid process has been on line for several years now. Therefore, there will be no exceptions or excuses accepted regarding a student’s inability to meet the deadline. Recall information and reminders have been sent regarding said deadline since November 1, 2019 (well before the COVID-19 pandemic occurred).

**COVID-19**

We recognize that this is unparalleled times for our families. COVID-19 is impacting us all differently. Our Financial Aid Office has authority to use professional judgement to make adjustments on a case-by-case basis if your family is impacted by COVID-19. Certain items that are used to determine the Expected Family Contribution (EFC) *may be* adjusted to reflect a student's special circumstances with proper documentation. Contact your Financial Aid Counselor to discuss.

**Academic Scholarships:**

Based on the recent decision to move to a P/D/F grading system for spring 2020 term, the Office of Financial Aid & Scholarships will be granting a one (1) semester grace period for students receiving a merit based scholarship. This means that students with merit based scholarships from Dillard will have until the end of the Fall 2020 semester to earn the required GPA to maintain your scholarship. All students will automatically receive their merit based scholarship for the Fall 2020 with the exception of those students who achieved less than a 2.0 cumulative GPA at the end of the fall 2019 term.

Note: Before opting in to the P/D/F policy you should consider how that choice will impact you in December 2020 when your scholarship is evaluated for the spring 2021 semester.

**Satisfactory Academic Progress (SAP):**

Student SAP appeals if warranted will be handled on a case by case situation as normal. Extenuating circumstances will be reviewed individually and will follow the same guidelines as
before. While we understand that this is uncharted territory for us all, we still are required to maintain the integrity of federal, state and institutional programs. Therefore, indicating that COVID-19 (or anything related to COVID-19) is a reason that you were not successful without appropriate documentation will not be accepted as an acceptable excuse for continued financial aid eligibility.

**TOPS Recipients**

Governor John Bel Edwards issued a proclamation to provide relief for TOPS eligible students on April 3, 2020. Below is a synopsis of the proclamation. However, for the entire document and further details TOPS students should read the entire document [here](#).

Current TOPS Recipients only: Governor Edwards suspended the following TOPS continuation requirements for the 2019-2020 Academic Year:

- the steady academic progress requirements
- the minimum grade point average requirements
- the deadlines requiring that a student whose award is suspended for failure to meet the grade point average requirements must bring his grade point average up to that required in the applicable statute within a specified time period

Note: the Pass or Fail grading system will still however affect your GPA in the following manner: *While there is no numeric value assigned to Pass grades, Fail Grades receive 0 quality points. Therefore, if you receive all Pass grades, your GPA will remain the same as your Fall 2019 semester GPA. If you receive one or more Fail grades, your GPA will be lowered, as Fail grades receive 0 quality points.*

**A Note About Pass/Fail Grading:**

Students who are considering to accept the temporary Pass/Fail grading option should think long and hard about the implications of that decision and its impact on scholarships [not funded](#) by Dillard University.

For example, students currently on SAP probation hoping to improve their GPA should note that P’s will not impact your term or cumulative GPA. However, D’s and F’s are treated as normal and will impact your term and cumulative GPA. A student earning Ps may appeal and use grades of P to highlight successful progress but under SAP probation status that in and of itself still might not be in the student’s best interest GPA wise. Students should consult with a financial aid counselor and your academic advisor to ensure you are making good choices. Remember, even under the P/D/F grading system, D’s and F’s will count toward your GPA as normal.

**Office of Records & Registration (REG)**

**Contacting Us:**
All staff within REG are virtually providing services while telecommuting from home. At any point you have a question, please reach out to registrar@dillard.edu. Should you not hear a response within 48 hours please reach out to the Director, Robert Mitchell, Jr. at rvmitchell@dillard.edu.

**Student Withdrawals:**
While we want you to remain enrolled, we understand that COVID-19 has interrupted things this semester. Please know that you still have the right to officially withdraw from the University. The Withdrawal Form can be found here and as indicated in the catalogue, the last day to withdraw with a “W” is April 20th.

**Enrollment Management**

**Important Dates:**

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 9th</td>
<td>Academic Advising Begins (summer 2020/fall 2020)</td>
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<tr>
<td>March 23rd</td>
<td>Registration Begins (summer 2020/fall 2020)</td>
</tr>
<tr>
<td>April 30th – May 7th</td>
<td>Final Exams for Continuing Students</td>
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<tr>
<td>May 26th</td>
<td>Summer School Begins</td>
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<tr>
<td>June 23rd</td>
<td>Summer School Ends</td>
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<tr>
<td>June 24th-26th</td>
<td>Final Exams</td>
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<tr>
<td>August 1st</td>
<td>Fall 2020 Clearance Deadline</td>
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You are encouraged to follow the latest announcements pertaining to COVID-19 and Dillard University here.

Lastly, we are a resilient community in a resilient city, so we are confident that, together, we will all pull through this uncertain time. This moment has required that we come together in new ways—that we find new ways of relating and connecting, new ways of encounter—and that we demonstrate, in ever deeper ways, our care for one another. Take care of each other and most importantly take care of yourself!

Be safe,

Mr. Page

PS, if any of you would like to visit about anything, please email me directly at dpage@dillard.edu.

**COVID-19 FAQs related to Financial Aid**

**Q:** I am currently on SAP warning or probation for my financial aid. I don’t think my grades will be sufficient because I am returning home and I can’t study at home. Will the financial aid office be lenient on me and take that into consideration?
A: While we understand that this is uncharted territory for us all, we still are required to maintain the integrity of the federal, state and institutional programs. Student SAP appeals if warranted will be handled on a case by case situation as normal. Extenuating circumstances will be reviewed individually and will follow the same guidelines as before. Therefore, indicating that COVID-19 (or anything related to COVID-19) is a reason that you were not successful will not be an acceptable excuse for continued financial aid eligibility.

Q: If I choose to go home, am I able to receive my remaining federal work study (FWS) funds for the spring 2020 term?
A: The university has received clarity to its previously received instructions regarding the FWS program during COVID-19. FWS students, please check your DU email account for additional information that will be sent no later than Wednesday, 3/25/2020.

Q: What happens to the unused portion of my FWS award?
A: Just like with any other semester, if a student does not earn his/her award, the money at the end of the year is reallocated for the summer session to other eligible students.

Q: My FWS assignment is off-campus. How does this impact me? Can I still go to work?
A: Any student assigned to an approved off-campus site must adhere to the protocol of that location. If a location is closing or is limiting visitors, the student/supervisor should notify Ms. Lockett immediately. Accommodations will be attempted, but are not guaranteed.

Q: If I become ill while at my FWS job, what should I do? Will I still get paid?
A: If any employee (student or otherwise) becomes ill while at work, they should inform their supervisor, clock out and return home. Like in any other situation, you will get paid for the time you worked.