



April 20, 2020

Dear Students and Parents,

I trust this letter finds you and your family in good health. Please continue to stay safe during this difficult time. Our goal is to ensure that you, your family and friends are safe and healthy. On our part, we are working diligently to complete the Spring semester, finalize plans for Summer 2020 and Fall 2020.

This letter is to inform you of measures taken by the International University of Grand-Bassam (IUGB) Administration in response to COVID 19.

1. **Extension of Spring Semester 2020:** Due to the disruption caused by the public health emergency (COVID 19), and the decision of the government of Côte d'Ivoire to close down schools and universities, we shifted from in-person course delivery to online course delivery. Though this latter model of course delivery has worked well, according to reports received from the faculty and students, I am certain that some students were not able to meet our high demands for quality education for different reasons. As such, we have extended the Spring 2020 semester for two weeks, therefore instead of ending on Friday, April 24, 2020 as originally planned, the **Spring 2020 Semester** will now end on **Friday, May 8, 2020**.
2. **Spring 2020 Semester Grading:** Please be informed that in addition to the semester extension, we have exceptionally changed our grading policy for the Spring 2020 semester. IUGB uses a letter grade system commonly used in the American education. After consultation with our faculty and partners will use the **Pass / No Pass grading** this semester. I inform you that **Pass** allows students to earn the course credits without affecting the GPA. **No Pass** will not have an impact on the GPA but students will need to repeat the course. Details on this new policy could be discussed with the Deans of our respective Schools: Business and Social Sciences (BSS), Science, Technology, Engineering and Mathematics (STEM), and the Director of our University Preparatory Program (UPP). BSS: +225 45 80 60 09, STEM: +225 45 80 50 51, UPP: +225 05 80 16 50.
3. **Faculty Evaluation by Students:** As an IUGB policy, students evaluate the faculty at the end of each semester. This evaluation, which is a process to improve course delivery and ensure academic quality, will be conducted online before the end of the semester.
4. **Housing and Meals:** The Spring semester move-out date for residential students was Saturday, April 25, 2020. As a result of the early move-out (March 18) due to the closure of schools and universities in the country, some students left their belongings in their rooms. The Housing Department will contact those students concerned to arrange for pickup of their belongings. The Administration will credit residential student's account for the period they did not stay at the residence. Students who paid in full the Spring 2020 residence fees will be credited for future semesters (Summer 2020 or Fall 2020). Students who still owe residence fees will see their accounts

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adjusted. With regard to meals, the Administration will provide credit for unused coupons for March and undistributed coupons for April 2020. Students are requested to return their unused March 2020 coupon to their Residential Supervisor's Office in Grand-Bassam for processing. Students or parents who need additional information are requested to contact the Department of Housing at +225 05 98 44 85 / +225 45 91 30 25.

5. **Tuition and Fees:** I encourage parents who still owe IUGB for the Spring 2020 semester to pay off any balance due upon receipt of this letter. Please contact the Student Financial Services Office at +225 05 79 59 02 / +225 54 00 17 67 to make payment arrangements if you are unable to pay at this time.
6. **Textbook Return / Distribution:** IUGB conducts a Textbook Loaning Program. As such, students receive textbooks for their registered courses at the beginning of the semester and return them at the end. In the context of the ongoing health crisis, we request that students return their books to either the Grand-Bassam campus or the Abidjan Office, and pick up text books if they plan to enroll for Summer 2020. Please contact +225 05 80 11 58 or email: library@iugb.edu.ci if you need more information.
7. **Sixth Commencement (Graduation) Ceremony:** With the Sixth Commencement (Graduation) Ceremony initially scheduled for June 13, we have made the difficult decision to postpone this ceremony to **December 2020**. The specific date will be announced at a later date. We realize the disappointment this change will cause many people as Commencement (Graduation) is a time of great joy for our graduates, their families, and their friends, of whom several have already made plans to travel from far and wide for this very special occasion. Please know that postponing the ceremony does not affect graduation and awarding of degrees. The actual conferral of degrees, updating the final transcript is unchanged.
8. **Summer 2020 Term and Fall 2020:** I would like to inform you that classes for **Summer 2020 Term** will begin on **Monday, May 25, 2020** and end on **Friday, July 17, 2020**. Classes will be conducted online. Details on course registration, tuition and fees will be communicated soon. Please contact Academic Advisement at +225 05 79 63 94, your Dean if you have more than 60 credits or Student Financial Services at +225 05 79 59 02 / +225 54 00 17 67. Classes for **Fall 2020 Semester** will begin on **Monday, September 7, 2020** and end on **Friday, December 18, 2020**. Residences will open on **Saturday, September 5, 2020**.

I appreciate your understanding. To the parents in particular, the success of our children is not possible without your continued support. We are eternally grateful.

Sincerely,

Professor Saliou Touré
President

