

**From:** Provost & Vice President for Academic Affairs <Provost@csusb.edu>

**Date:** Friday, April 24, 2020 at 3:21 PM

**To:** colleagues@groups.csusb.edu, students@lists.csusb.edu

**Subject:** Spring Grading Policies 2020

Dear Colleagues and Students,

As we continue to face challenges related to COVID-19, we want to continue to support our students to persist and complete their academic coursework this spring quarter. In collaboration with ASI, the Faculty Senate, and Administration, CSUSB will institute a modification of our academic grading processes. Students will have the option of moving any of their quarter grades from a letter grade to credit/no credit (CR/NC). The faculty will assign grades as usual.

We strongly advise students who are considering any of the following options to consult with their academic advisor first. It may be best for most students to keep the traditional letter grade, especially since all "F" grades will be automatically convert to a No Credit grade. Students in many programs, including those that lead to credentials, licensures, and graduate degrees, may be best served by traditional grading.

Specifically, the plan for spring quarter 2020 classes are:

#### **Undergraduate Student Grading Options for Spring 2020**

Undergraduate students may elect to be graded on an ABC-/NC basis, or on a Credit/No Credit basis, *for each of their courses on a course by course basis*. Grades of "C-" or above will count for Credit; grades of "D+" or lower will count as No Credit. These grading options may apply to general education courses, courses in the major, or elective courses. Students will be able to select one of these options until the last day of instruction. Academic Affairs will ensure students have access to advising before deciding on a change in grade, and students are strongly encouraged to consult with an academic advisor.

For all undergraduates who do not select a C/NC grading option, any "F" will change to a grade of No Credit and will not be calculated into the GPA. No action is required; this will happen automatically.

#### **Graduate Student Grading Options for Spring 2020**

Graduate students may elect to take any of their courses on an AB-/NC, or on a Credit/No Credit basis instead of traditional letter grading. Grades of "B-" or above will count for Credit; grades of "C+" or lower will count as No Credit. Students will be able to select this option until the last day of instruction. Academic Affairs will ensure students have access to advising before deciding on a change in grade, and students are strongly encouraged to consult with a graduate program advisor.

For all graduate students who do not select C/NC grading options, any "D or F" grade will be changed to a grade of No Credit and will not be calculated into the GPA. No action is required; this will happen automatically.

#### **Petition to Change Grading Option After End of Term Grade Post**

A student can petition the Registrar to convert a posted letter grade to Credit/No Credit from the time their grade is posted until two weeks after grades are due (June 30, 2020). Due to the special circumstances of the COVID-19 Pandemic, there may be a considerable delay in updating their transcript to reflect the change. Exceptions to this deadline may be allowed by the Registrar on a case-by-case basis.

### **Other Spring 2020 Changes**

Departments and GE, including the Golden Four, must accept Credit grades earned in Spring 2020 towards major and graduation requirements.

All WU's be converted to W's for the Spring 2020 quarter and that those W's do not count towards the W limit.

Courses completed in Spring 2020 with a Credit/No Credit grade do not count toward a unit cap of Credit/No Credit courses.

Winter 2020 transcripts will read:

"A portion of the Winter 2020 Quarter, including final exams, was impacted by the COVID-19 pandemic."

Spring 2020 transcripts will read:

"Spring 2020 was impacted by the COVID-19 pandemic, necessitating temporary changes to University policies. This transcript may include Credit/No Credit (CR/NC) grades or withdrawals (W). To receive Credit (CR) for a course, the grade earned in an undergraduate course is equivalent to a C- grade or better, and for graduate courses is equivalent to a B- or better."

### **Graduate School Admissions**

Spring 2020 Credit/No Credit grades will not affect a student's admissions into a CSUSB graduate program as long as they meet the minimum program requirements and their transcripts show a conferred Bachelor's Degree or Master's Degree, or EdD, as appropriate.

### **Suspend Academic Disqualification for Spring 2020**

Students who are subject to academic disqualification at the end of Spring 2020 should be permitted to remain enrolled at CSUSB and placed on continued academic probation. An academic advisor will contact these students to provide proactive advising. The policy on administrative disqualification will remain in effect with an exception for Spring 2020.

### **Extending Incomplete and Report Pending Grades by One Semester**

Incomplete grades that would have reverted to IC at the end of Spring 2020 will automatically be extended to the end of the Fall 2020 semester before they have lapsed. Similarly, RP grades that would have reverted to F or NC at the end of Spring 2020 will automatically be extended to the end of the Fall 2020 semester before they have lapsed.

### **Spring 2020 Attempts at Grade Forgiveness Will Not Count for Limit**

Students attempting grade forgiveness for a course in Spring 2020 will not have this attempt count towards the maximum number of allowable units for grade forgiveness.

### **Spring 2020 Dean's List, Letter, and Presidential Letter of Recognition Eligibility**

The "12 or more units for which letter grades were received" eligibility requirement for Spring 2020 Dean's List, Letter, and Presidential Letter of Recognition will be waived.

### **Timeline for Students to Make the Decision to change to Credit / No Credit (CR/NC or ABC-/NC)**

Making the decision to change the grading scale for a course from graded to a Credit / No Credit (CR/NC or ABC-/NC) should be undertaken in consultation with an academic advisor. There may be implications for students in many programs, including those leading to credentials, licensures and graduate degrees

and for scholarships and financial aid. CSUSB will roll out the Credit / No Credit (CR/NC or ABC-/NC) selection process as follows:

Credit / No Credit Selection Timeline

- **Beginning April 27<sup>th</sup>:** Students can meet with an academic advisor and / or attend a Spring 2020 Grading Options Workshop hosted by Undergraduate Studies to identify whether or not this option is best given their specific circumstances.
- **May 11 – June 8:** The Credit / No Credit (CR/NC or ABC-/NC) selection process is available to students via MyCoyote. Students should meet with an advisor or attend a workshop prior to making changes to their grading scale.
- **June 9 – June 30:** After the MyCoyote process closes, students will be able to petition the Office of the Registrar to change their grading scale to Credit / No Credit (CR/NC or ABC-/NC) from the beginning of the finals period until two weeks after grades have posted (June 30, 2020). Details on the petition process will be listed on the Office of the Registrar website before June 9.

Thank you to each and every member of our campus community. You continue to exhibit coyote pride by working together, caring for one another and supporting learning. We will define the future and continue to transform the lives of our students in the Inland Empire and Coachella Valley.

Best,

Shari McMahan  
Provost and Vice President for Academic Affairs

Beth Steffel  
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