



Elizabethtown College Spring 2020 Semester Grading Options

In light of the changes to our learning environment due to the COVID-19 pandemic, Elizabethtown College faculty adopted the following changes to the College's grading policies for the spring 2020 semester. The following policies apply for students in the traditional College and School of Continuing and Professional Studies (SCPS) undergraduates in the S3 2020 session.

- (1) All student transcripts will have a *COVID19 notice indicated clearly for the spring 2020 semester.
- (2) While the default entry for all courses will be letter grades, and faculty members will retain and report letter grades at the end of the semester, students will have the option to convert each final course grade to Satisfactory/S (A, B, C, D) or Non-Satisfactory/NS (F). Students will be permitted to make this change up until 5 p.m. on Tuesday, May 12, after final grades have been reported (by 8 a.m.) by submitting an electronic form through the Registration and Records (R&R) office.
 - a. Careful advising will be necessary in situations where a student may need/want a letter grade for a specific reason (e.g., international students, students applying to graduate or professional programs, fulfillment of a departmental accreditation requirement, etc.)
 - b. Letter grades are calculated in the GPA; S/NS grades are not.
 - c. Grades of S can fulfill graduation requirements.
 - d. Grades of S/NS count toward attempted credits and academic progress for Financial Aid.
 - e. By the final week of April, Department Chairs will communicate with the students in a program and Registration and Records if any prerequisites would not be met by conversion into S/NS.
 - f. Any course for which the grade has been affected by a documented academic integrity violation will be ineligible for conversion from a letter grade to S/NS.
- (3) Students also have the option, with faculty approval, to request that a faculty member submit a COVID-specific Incomplete grade, either IC or RC, each of which is defined below.

IC, COVID-19 Incomplete. This code functions like a traditional incomplete, and the recorded grade on the student's transcript is an "I" grade. The Graduation Report will show a grade of "IC". The student has until the last day of the summer term to complete the course requirements before the grade flips to an "F". It would be appropriate in a situation when a student should be able to complete the course successfully with extended time. The IC,

COVID-19 grade has no impact on the term or overall GPA, but it does count toward a student's attempted credits and their academic progress for financial aid purposes. The IC, COVID-19 grade will disqualify a student from the honors list, the same as a traditional incomplete grade.

RC, COVID-19 Repeat. This code functions like a traditional course withdrawal during grade entry, and the recorded grade on the student's transcript is a "W". The Grad Report will show a grade of "RC". The student will not complete the coursework in the next semester as with an incomplete, and they do not have to submit a course withdrawal form. This code is appropriate when, in consultation with the course instructor, the student has elected to REPEAT the course in a future semester. The RC, COVID-19 grade has no impact on the term or overall GPA, but it does count toward a student's attempted credits and their academic progress for financial aid purposes. The RC, COVID-19 grade will not disqualify a student from Honors List.

- (4) A faculty member who believes that he/she *cannot* fairly/equitably determine a letter grade because of necessary changes to the course for distance learning may seek approval from the Department Chair and Dean for Curriculum and Honors, Brian Newsome, to convert the course to be graded P/F. This distinction from S/NS is important because a faculty member would be signaling to students that they cannot report a letter grade, even if the previous policy is adopted. Faculty members and department chairs would need to consider carefully the implications of this decision.
- (5) Any student enrolled currently in a Signature Learning Experience this semester and receiving a passing grade will receive SLE credit toward the SLE graduation requirement. If the Signature Learning Experience also fulfills a departmental program, it will be up to a department chair to identify a suitable plan for each student in light of his/her specific circumstances.
- (6) Academic honors policies that stipulate letter-graded coursework (e.g., Dean's List) will be upheld as published.