

**Subject:** Update on grading and completion options for SP20  
**Date:** Wednesday, April 15, 2020 at 8:05:20 AM Eastern Daylight Time  
**From:** Student Communications  
**To:** Student Communications  
**CC:** studentnewsgroup@csc.edu

With the disruption of Spring classes due to COVID-19, the College has adjusted some key dates, deadlines, and procedures to give you more options, more time to adjust to new ways of learning, and more guidance to make informed choices about what's next. Many of these options have been described to you in earlier messages, but as key deadlines draw near, we wanted to be sure you understand your options so you can make the right choices for your circumstances.

### More Grading Options

**Optional Pass/Non-Pass Option:** Recognizing that shifting to online learning at an accelerated pace is a huge change for everyone, we have provided students with the option to choose between pass/non-pass or the standard A-E grading scheme for Spring Semester courses shifted to remote delivery. A "Pass" grade equates to a grade of C or better, and a "Non-Pass" equates to a D or failing grade. Grades of Pass and Non-Pass are not part of a student's GPA calculation. Students considering the pass/non-pass option should work closely with their instructors and with an academic advisor to understand what pass/non-pass means in the individual course and how it may affect transfer credit, financial aid, and/or admission to selective programs. If you choose the PA/NP option, note that:

- Your term is not over. Students choosing the PA/NP options are still required to complete coursework for the full term.
- A class performance that would have earned a "D" or "E" in a standard A-E grading scheme will result in a grade of "NP" (non-pass).

**COLLEGE CREDIT PLUS STUDENTS:** CCP students should work with both their school counselor and their CCP advisor to talk through their options. The pass/non-pass grade is not an option for anyone who wants to participate in high school athletics due to OHSAA and/or NCAA athletic eligibility rules. Contact [ccpadvising@csc.edu](mailto:ccpadvising@csc.edu) with specific questions.

### More Time to Complete

**Incomplete "I" Grade:** For students needing more time to complete coursework, we've retooled the option to take an incomplete grade. This option creates another way for students to complete course content, lab, or clinical requirements without having to drop and retake a class from the beginning. Students should consult with their instructor if they feel this is the right option for their circumstances. Additionally, we have extended the date by which an "Incomplete" grade must be finished by August 8, 2020.

### More Time to Decide

**Withdraw/Drop Date Extended to April 19:** To help students continue progressing toward their educational goals, we've increased support resources, including new technology, faculty flexibility, increased tutoring, advising, and counseling resources, and more. For students who find that they are unable to continue in a course for whatever reason, we have extended the option to request to be withdrawn from a course, moving the deadline from March 23 to April 19, 2020. Withdrawing at this

late date should be carefully considered—unlike an “Incomplete” grade, a decision to withdraw means that progress is lost, and a course must be retaken in its entirety. But when there is no better option than to withdraw from a course due to COVID-19-related circumstances, students may request Administrative Withdrawal (PDF). In such cases, an “AW” will appear on the student’s transcript, and they will receive a CARES Act Emergency Tuition Grant to be used to take coursework in the Summer 2020 or Autumn 2020 semesters. Additional detail about the use of this tuition grant will be emailed to students who complete a COVID-19 Withdrawal.

**COLLEGE CREDIT PLUS STUDENTS:** CCP students should not complete a COVID-19 Withdrawal Request. Instead, they should work with their high school counselor and CCP advisor before withdrawing from a class to make sure they remain on track to graduate.