

A Guide to Grading Options for Spring 2020 Semester

In response to the COVID-19 pandemic and its impact on SLCC students, the college has provided some additional flexibility to Spring term 2020 course continuation and grading options. These changes are outlined below. Additional information can be found in the 2020 SLCC [catalog](#).

- **Standard A-E Grading** – This will remain the norm for the vast majority of SLCC courses, per <http://www.slcc.edu/student/enrollment/grade-policies.aspx>.
- **Incomplete (I)** – Incomplete grades may be given by an instructor to students who cannot continue in class because of extenuating circumstances (such as serious illness, death in the family, or change of employment) with proper documentation (see <http://www.slcc.edu/student/enrollment/grade-policies.aspx>). The impact of COVID-19 and subsequent changes to SLCC coursework delivery *may* be considered as a circumstance qualifying for an Incomplete grade. Students must be passing the course at the time of the Incomplete grade request, and a substantial portion of a course (70%) must be completed before an Incomplete is given. For Spring 2020, each Incomplete will be recorded on a standard template developed by Academic Affairs; completed templates will be maintained in department/division offices. The completed template will specify for each student their plan for completing the Incomplete after the end of the semester it is granted. Each completed contract must be approved by the appropriate Dean or designee. The student will work directly with the instructor of record or with the Associate Dean to create a contract indicating required work and time limits for completing the remaining coursework. The contract should specify (a) required work to be completed and/or tests to be taken, and (b) time allowed for requirements to be completed. The student does not re-register for the class, but should work directly with the instructor or department to complete the contract. If the student fails to fulfill the contract within one year of when the Incomplete was received, the Incomplete grade will be changed to the grade of **E** (failing).
- **Pass/Withdrawal** – Pass/Withdrawal will be instituted as a grading option for the Spring 2020 semester. Pass/Withdrawal allows students to manage their academic progress under current circumstances. The Pass/Withdrawal option does not require faculty to modify their courses beyond the work done so far to adjust to the COVID-19 pandemic.

At the end of the semester, faculty submit a letter grade for each student in their course(s) as per the standard grade submission protocol. According to <http://www.slcc.edu/academiccalendar/>, final grades for Spring Semester 2020 will be available for students May 13th. After the grades are posted, students will have until May 31st to decide to keep the standard grade given or move to a Pass/Withdrawal for each specific course. Standard grades will convert to Pass/Withdrawal as follows:

- Standard grade A, A-, B+, B-, C+, and C = **P**
- Standard grade C-, D+, D, D- and E = **W**

P and **W** grades will **not** affect GPA. A **P** will count as a passing grade and earned academic credit. A **W** will not adversely affect GPA and no credit will be given for that course but will count towards attempted hours.

Students will need assistance in making Pass/Withdrawal decisions because of possible impacts upon majors course articulation (including Gen Ed majors courses), programs with accreditation and licensure requirements, etc. Pass grades in the Pass/Withdrawal option for Gen Ed distribution courses taken Spring 2020 represent a minimum 2.0 (**C**) grade and will be transferable as Gen Ed to other USHE institutions. We encourage faculty to refer students who have questions to their academic advisor, who can provide advice and/or direct students to the Registrar's Office, Financial Aid, etc. as needed.

- **Course Withdrawal** – The course withdrawal period has been extended to the last day of courses for Spring 2020 semester, April 30th. This provides additional time for SLCC students to gauge their performance in courses affected by the transition to online learning. By policy, withdrawal from courses will be reflected on the academic transcript as a **W** grade and will not be calculated in the grade point average. A **W** grade will count toward attempted hours, and no tuition refund or adjustment will be made. Students receiving financial aid or Veterans benefits may be impacted by a withdrawal of one or all courses and should consult with the Office of Financial Aid & Scholarships or Veterans Services, respectively, to determine any adverse effects on aid. International students must receive approval from the International Student Services Office.

Course *withdrawal* should not be confused with course *drop*. These are two entirely different processes at SLCC with differing deadlines and very different ramifications. The term “drop” is a catalog-defined term and should not be used in this instance. The correct term is “withdrawal” and delineation between the two is critical in discussions with students. For more information please refer to the SLCC [catalog](#).

- **Registration Appeal** – In rare and unique situations, a [Registration Appeal](#) may be an option if a student experienced extenuating circumstances that prevented the student from completing a course or doing a drop/withdrawal within the published [deadline](#). These circumstances may include but are not limited to: medical conditions (including documented medical treatment for COVID-19-related illness that requires hospitalization or extended medical care), death of immediate family member, military or employment conflict.)