



ROLLINS COLLEGE TEMPORARY EMERGENCY POLICY

Title: CLA-Holt Temporary Grading Options Spring 2020	Type	Temporary Emergency
No: TMP 1000	Approval Date: 4-3-2020	
Responsible Office: VPAA Provost; Deans of CLA and Holt	Reviewed By: CLA Curriculum Committee, 3-23-2020; CLA Executive Committee, 3-24-2020; CLA Faculty, 4-2-2020; Crummer Faculty, 3-27-2020; Vice President for Academic Affairs Provost; 4-3-2020; President’s Cabinet, 4-3-2020; Approved By: President, 4-3-2020	
Next Review: N/A	Revision No:	

I. Purpose/Introduction/Rationale

This policy institutes and provides implementation guidelines for a **temporary Pass (P), Pass with D (PD), No Pass (NP)** grading policy to address the COVID-19 pandemic emergency. This grading option is available to all College of Liberal Arts (CLA) and Hamilton Holt (Holt) undergraduate students.

II. Policy Statement

Students in CLA and Holt undergraduate programs who wish to take a course on a Pass, Pass with D, or No Pass (P/PD/NP) basis during the Spring 2020 semester rather than for a letter grade must complete the appropriate form available from the Registrar no later than the last day of class of the spring semester. CLA students must declare by Tuesday, April 28, and Holt undergraduate students must declare prior to the course’s scheduled final examination. For the Spring 2020 semester only, courses elected for P/PD/NP grading may be used to fulfill general education, major, minor, or concentration requirements and will count toward the total credits required for graduation. Students do not earn credit toward the degree for NP (no pass grades).

III. Procedure or Application

Instructors will enter a standard letter grade (A-F) for all courses which will be converted to the appropriate P/PD/NP. If a grade of ‘C-’ or better is earned, a mark of ‘P’ and the appropriate number of semester hours are granted. If a grade of ‘D+’, ‘D’, or ‘D-’ is earned, a mark of ‘PD’ and the appropriate number of semester hours are granted for the course. If a grade of ‘F’ is earned, the course is abandoned, or the course is withdrawn from after the withdrawal deadline, a mark of ‘NP’ is granted. P/PD/NP grades are not used in calculation of the grade point average (GPA). Grade ‘P’ may be used to fulfill all general education competencies and major/minor prerequisites requiring a minimum grade of ‘C-’ or better. Grade ‘PD’ may be used to fulfill Foundations courses, and all other major, minor, or concentration requirements. There is no limit to the number of courses a student may elect for P/PD/NP grading.

The following cautions should be considered prior to electing P/PD/NP grading:

- Be sure to check with your academic advisor and/or graduate/professional school, especially those that adhere to strict grading criteria (i.e. health professions, engineering and law schools).
- Student athletes should be aware that PD and NP grades may impact future athletic eligibility.
- Dean’s list and President’s list eligibility will remain unchanged: a minimum of sixteen (16) letter-graded semester hours (no incomplete, ‘I,’); a GPA between 3.75 - 4.00 for the President’s List and between 3.50 - 3.74 for the Dean’s List.
- Seniors attempting to improve their GPA in order to graduate with Latin honors are reminded that P/PD/NP grades do not calculate into the GPA.
- Students attempting to raise their GPA in order to be removed from academic or financial aid probation are reminded that P/PD/NP grades do not calculate into the GPA.

Courses normally graded as CR/NC (internships, information technology, and applied music, for example) are not available for P/PD/NP grading. In addition, courses which were completed prior to campus closure on March 13, 2020, may not be elected for P/PD/NP grading.

A student accused of an honor code violation may not elect the P/PD/NP option from the applicable course once the referral has been made.

Once the P/PD/NP grade has been posted to the transcript for a given course for the spring 2020 semester, students may not later request that the P/PD/NP be changed to a letter grade. Students also may not retroactively elect into P/PD/NP grading after a letter grade has been posted to the transcript. In a subsequent semester, students may repeat a course graded P/PD/NP for a letter grade but will not earn credit hours for the course a second time. (See the College's policy on repeated courses.)

The Academic Internship course, normally graded as CR/NC, may be used to fulfill major or minor requirements with the approval of the Department Chair/Internship Representative. Students should first check with their Faculty Advisor to ensure they have satisfied all department prerequisites to participate in an internship for major or minor credit. Departments approving internships for major or minor credit should adhere to the minimum standards of the Academic Internship Program. To receive major or minor credit for an internship, the Academic Internship Programs Credit Approval Form should be signed by both the students' Faculty Advisor and the Department Chair/ Internship Representative. The Department Chair/ Internship Representative should request to see the internship job description before approving the internship. The Department Chair/ Internship Representative have the option to add supplemental requirements in order for the student to receive credit. These additions to the internship syllabus must be communicated both to the student and the Director of Academic Internships prior to starting the internship. Students who earn credit in the major or minor are typically registered for 4 semester hours. The Department Chair/ Internship Representative who has approved major or minor credit should give the final grade approval of CR/NC to the Director of Academic Internships or the designated faculty member supervising the internship course. An internship that is declined for major or minor credit may still be approved for interdisciplinary credit that counts towards student general elective requirements.

IV. Related Policies

TMP 1001 *Crummer Temporary Grading Policy Spring 2020*

V. Appendices/Supplemental Materials

Appendix A: Infographic provided to CLA and Holt students for spring 2020.

VI. Effective Date

This policy is effective April 3, 2020, for implementation in Spring 2020 only. The details of this proposal will be reviewed for potential use in future academic terms under similar circumstances.

VII. Rationale for Revision

Not applicable.

SPRING 2020 FINAL COURSE GRADES

PASS (P) • PASS WITH A D (PD) • NO PASS (NP) POLICY | COLLEGE OF LIBERAL ARTS & HAMILTON HOLT SCHOOL

STUDENTS HAVE THE OPTION TO CHANGE THEIR FINAL COURSE GRADES TO P/PD/NP

DEFINE THE LETTERS LETTERS



WHAT IS THE IMPACT...



to my GPA? Zero impact (will not raise/lower)
to my CREDITS? Credits awarded



to my GPA? Zero impact (will not raise/lower)
to my CREDITS? Credits awarded



to my GPA? Zero impact (will not raise/lower)
to my CREDITS? No credit awarded (may have aid impact)

NEXT STEPS



rollins.edu/registrar/forms

CLA deadline: April 28

Holt deadline: Day before final

Don't want this? You can continue to use the standard letter grade model if you choose. That's why this is OPT-IN!

I'M GOING TO DO IT!



I HAVE MORE QUESTIONS!

Can I use this new model for all (OR ANY) of my courses?

YES! YES! YES!



Fulfills all major/minor requirements (including majors/minors that require C-minus or higher), all Gen Ed competencies, rFLA foundations courses, and electives



Fulfills rFLA foundations courses, most major/minor requirements*, and electives
If major requires minimum grade of C-minus, course does not count towards major



No graduation requirements fulfilled and zero credits earned

BUT CAN I CHANGE MY MIND LATER? N-O.

THE NITTY GRITTY

Graduate Schools

Some graduate and professional programs require students to have a standard letter grade. Check with your advisor.

Student Athletes

PD and NP may affect eligibility. Check with Dr. Davison (jdavison@rollins.edu).

Scholarships and Financial Aid

This grading system has no negative (or positive) impact on scholarships. However, a grade of NP may have a negative impact on financial aid awards. Check with the Office of Financial Aid.

Academic or Financial Aid Probation

If you are trying to raise your GPA to get off of probation, P/PD/NP grades will not help you to do so.

Graduation with Latin Honors

P/PD/NP does not factor into GPA (for better or worse). Once you have elected this option and grade has been posted, you cannot reverse your decision in a future semester to improve your GPA for honors.

Honor Code Violation

You CANNOT use P/PD/NP for a course in which there is an honor code violation (good reason not to violate the code). Questions? Ask Dean Barreche.

CR/NC Courses or Already Declared CR/NC

P/PD/NP replaces the late one-time CR/NC policy. If you have already declared CR/NC or a late one-time CR/NC in a course, contact the Registrar to opt in to the new policy. All CR/NC only courses will keep the CR/NC grading system.

What if my course is CR/NC already (internship or IFT)?

All CR/NC only courses will keep the CR/NC grading system.