



## ROLLINS COLLEGE TEMPORARY EMERGENCY POLICY

Title: Crummer Temporary Grading Policy Spring 2020	Type	Temporary Emergency
No: TMP 1001	Approval Date: 4-3-2020	
Responsible Office: VPAA  Provost; Dean of Crummer	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 guidelines for temporary grading policies to address the COVID-19 pandemic emergency in spring 2020. This grading option is available to students enrolled in the Crummer Graduate School of Business (Crummer).

### II. Background

Many students are struggling for a variety of reasons, given all that is going on right now. Some issues are due to the shift to virtual instruction (adapting to a new approach to instruction, adjusting to using technological tools, etc.). Some are not directly related to instruction, such as concerns for health, job situation, new ways of doing their job, etc.

Many schools, including graduate schools, are considering temporarily moving to a pass/no pass option (e.g., this is the subject of a discussion on a message board for the Executive MBA Council, EMBAC). The Association to Advance Collegiate Schools of Business International (AACSB) has also provided guidance to business school deans that such policy decisions have no impact on accreditation.

The rest of Rollins is moving towards providing students with the option of choosing a pass/no pass option while we operate in a virtual instruction environment. The Crummer proposal below is based on the CLA-Holt proposal, modified to fit graduate education.

This proposal is only one of the initiatives we are taking to alleviate potential student stress. It is intended as a short-term policy to be implemented in Spring 2020 academic semester only. The Crummer MBA Curriculum Committee would review the policy for use in future semesters if there are similar circumstances.

### III. Procedure or Application

- Students may opt in to receive Pass/No Pass (P/NP) instead of letter grades for individual classes. In other words, this is not mandatory.
- Unique notation will be added in the transcript referencing to COVID-19 accommodation grading procedure. The reference may be updated in the future for similar situations.
- For a given academic calendar term, the last day of the opt-in window will be either the last day of the term. For example, for a Friday class in the current term, this would be April 10 for EAMBA 35 students.
- Once a student opts in to receive P/NP for a class, the decision is irrevocable.
- Minimum grade for Pass (P) is "C-" in alignment with the existing minimum passing grade standard.
- The P/NP grade can be used to satisfy concentration requirements.

- Faculty will enter grades as letters into the College’s academic data system so that we have a record of grades. The Registrar’s Office converts them into P/NP so that they appear as such on the transcripts. Both the letter grades and P/NP will be stored in the database.
- Having a record of actual grades is important for various reasons. For example, this may be helpful for those who seek reimbursement from their employers but need a letter grade. We can generate a letter for the employer to include the letter grade, if necessary.
- Students will use a form similar to CLA-Holt’s C/NC or P/NP forms to notify the Crummer Registration Team about opting into P/NP. This form should specify all the details so that the students understand what the option of P/NP may entail.
- This proposal will be implemented for Spring 2020 academic term only.

## **IV. Related Policies**

TMP 1000 *CLA-Holt Temporary Grading Policy Spring 2020*

## **V. Appendices/Supplemental Materials**

Appendix A: Summary Statement for Crummer Students

## **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.*

# APPENDIX A: Summary Statement Provided to Crummer Graduate School Students

## Pass/No Pass Option

We recognize that many students are struggling right now, whether it is due to concerns about health, job or finances, or the recent shift to virtual instruction and the resulting need to adapt to a different form of learning. As a result, Crummer is going to provide you with the option of choosing a Pass (P)/No Pass (NP) grading system for each of your classes in Spring 2020. This is in line with what many other colleges and universities across the country are doing to help alleviate potential student stress. <https://crummer.rollins.edu/pnp/>

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### AN ALTERNATIVE FOR SPRING 2020

## Pass / No Pass Grading Option

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The FAQs describe how the Pass/No Pass system works and how you can select to choose this option, and provide other important information to help you decide if this is right for you.

If you have any questions, please contact the Crummer Registrar at [crummerregistrar@rollins.edu](mailto:crummerregistrar@rollins.edu).

### Frequently Asked Questions

**How will this be implemented?**

- Beginning April 1, you will have the option to determine which course, if any, you wish to have recorded as P/NP for the Spring 2020 semester.
- Complete the online [Pass / No Pass Declaration form](#). It will be automatically sent to the Crummer registration team who will implement the P/NP option at the end of the term. Your instructor will not be notified if you choose this option.
- Your instructor will continue to grade your work as usual. If you choose this option, the grade your instructor enters will be converted to either a P (for grades of C- or above) or NP.

**Who should I notify if I want to choose this option and/or have additional questions?**

- By completing the online form, you have notified the Crummer registration team. If you have any questions, feel free to contact the Crummer Registrar at [crummerregistrar@rollins.edu](mailto:crummerregistrar@rollins.edu).

**Can I choose this option for just one of my courses?**

- Yes. This option is for individual courses, so you can choose it for one, two or all of your courses for the Spring 2020 semester.

**When is the deadline for choosing this option?**

- You have until the last day of the semester to choose this option. As cohorts have different end dates, check your class schedule for the last day of your semester.

**Can I change my mind?**

- Once you submit the form, your decision is irrevocable.

**How would it affect my GPA?**

- Neither a P nor NP will impact your overall GPA. If you receive an NP, you will not receive credit for the course and will need to retake it (if required as a core course and/or to ensure you have enough credits to graduate)

**My employer reimburses me for classes in which I earn a letter grade - will choosing this option prevent me from being reimbursed?**

- Your instructor will grade your performance in the traditional way (entering a letter grade). Upon request, the Crummer registration team can provide you with a grade report that shows what letter grade you would have received. In the past, employers have accepted this and reimbursed students for classes without letter grades.

**How will employers view seeing a P on my transcript?**

- Many colleges and universities across the country are either changing to a grading policy of P/NP for all classes or allowing this option for Spring 2020 (MIT, Stanford, Yale, Columbia, UC -Berkeley, Purdue, etc.). Since many colleges are implementing this option, employers are likely to understand the uniqueness of what is occurring. We don't think this will be an issue.

**Will this option also be available for Summer term classes if we continue with this class structure?**

- Information will be provided on a semester-by-semester basis.

FAQS  
PASS / NO PASS  
DECLARATION FORM

3:31:37 PM 4/6/2020 <https://crummer.rollins.edu/pnp/>