

Credit/No Credit Grading Policy (Spring 2020)

Policy Information	
Issuing Authority: Office of the Provost	Effective Date: 3/26/2020
Responsible Unit: Office of the Registrar	Revision Dates: 3/25/2020 (Add Regulatory/Accreditation Agency Provision.)
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Policy Summary: A temporary grading policy for students (undergraduate and graduate) to opt for a Credit/No Credit designation in place of letter grades (A-F) during the Spring 2020 semester (including subterms that began later than March 9, 2020). A Credit designation indicates that a course satisfies all academic requirements for degree or certificate progression and completion (including Liberal Arts Curriculum, major, or other academic program requirements).

Policy Context: This grading policy is enacted in response to the COVID-19 pandemic and the social distancing policies required to mitigate the spread of the 2019 novel coronavirus. In response to the COVID-19 situation, Pennsylvania Governor Tom Wolf ordered the closure of all non-essential businesses in the Commonwealth of Pennsylvania on March 16, 2020. The College had previously announced the required conversion of all in-person courses to online/remote instruction beginning on March 18, 2020.

The policy was written in alignment with other accredited college and universities in the United States, for adherence to the requirements of academic accrediting agencies, and to maintain federal financial-aid eligibility under guidance provided by the National Association of Student Financial Aid Administrators (NASFAA).

This policy applies to both undergraduate and graduate courses. The policy enables a student to choose to receive a letter grade (A-F) or the designation of “Credit” or “No Credit” for each enrolled course for the Spring 2020 semester. The policy is in effect for the Spring 2020 semester only (including all subterms that began later than March 9, 2020).

The policy was reviewed by the Office of the Provost, Faculty Council, Academic Affairs administrative offices, Student Financial Services, and the College’s Incident Management Team.

Policy: For the Spring 2020 semester (including all subterms that began later than March 9, 2020), faculty will submit course grades as per the College Catalog, either graduate or undergraduate, following the usual grading policies outlined in either Book IV (undergraduate) or Book VII (graduate) of the Faculty Handbook. Final grades are to be submitted via MyCedarCrest to the Registrar Office on or before May 11, 2020 at noon.

Students have seven (7) calendar days from the posting of final grades (generally May 11, 2020) to decide if they wish to retain the earned letter grade (A-F) or convert a class grade to “Credit” (for A-D grades) or “No Credit” (for F grades) for each course in which they were enrolled in the Spring 2020 semester. Students may elect to convert to the Credit/No Credit designations for all or any individual number of courses from the semester.

A “Credit” designation (CR) indicates that a course satisfies all academic requirements for degree or certificate progression and completion (including Liberal Arts Curriculum, major, or other academic program requirements); credit will be awarded for the course and the course satisfies requirements for advancement to other courses that require the course as a prerequisite. A CR designation may not satisfy the requirements of an external regulatory or accreditation agency for students in accredited programs or those that provide pre-professional certification; those students should consult their academic advisor.

A “No Credit” designation (NC) indicates that a course does not satisfy academic requirements for degree or certificate progression and completion. No credit is awarded for the course and the course does not satisfy requirements for advancement to other courses that require the course as a prerequisite.

“Credit” (CR) and “No Credit” (NC) designations will not be calculated into a student’s Grade Point Average (GPA).

Students are encouraged to discuss their grading choice and the implications of this choice (e.g., Dean’s List, graduate school applications) with their academic advisor. Each student who wishes to convert course grades to Credit/No Credit designations must complete a *Spring 2020 Grade Designation Form* and submit it to the Registrar’s Office upon completion. If the Registrar’s Office is not in receipt of a student’s *Spring 2020 Grade Designation Form* by May 18, 2020 at 4:30 p.m., the final letter grades (A-F) will be permanently recorded on the student’s transcript. Students who elect to have the Credit/No Credit designation for their course work may convert back to letter grades (as after consultation with an academic advisor) but all decisions will be final on May 26, 2020.

In the event of a course grade change initiated by an instructor (e.g., as with an Incomplete or change from one letter grade to another), students will have 7 days from notification of the grade change to indicate if they wish to convert to the Credit/No Credit designation or to maintain the course grade. Once a student converts to Credit/No Credit, they will have seven days to retract that decision and have the grade awarded reflected on the transcript permanently.

Revision History: