Recognizing the burden students are currently experiencing related to COVID-19 and the quick transition to remote course delivery, as a means of supporting our students during these unprecedented times, Minnesota State encourages campuses to consider the following when determining grading options for the Spring 2020 academic term.

Most classes at Minnesota State campuses are graded with a letter grade (e.g. A, B, C, D, or F). During your consideration to expand your grading options to students for Spring 2020 courses from A through F to “P/NC” (Pass/No Credit), “P/F” (Pass/Fail), “S/NC” (Satisfactory/No Credit) or “S/U” (Satisfactory/Unsatisfactory), understand these options have both benefits and drawbacks for certain population of students (veteran students, service members, students applying to graduate school, students on scholarships, etc.).

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<th>Grading Options</th>
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| Pass = P        | 1. P or S grades are not included in the calculation of students’ grade point average (GPA). If students encounter personal or unexpected challenges adapting to an online learning environment that negatively impact a student’s grade they would otherwise earn, this will protect the student’s cumulative GPA.  
2. P or S grades do not impact GPA, the P/NC or S/NC grade method will offer students protection against being suspended as part of the qualitative Satisfactory Academic Progress (SAP) process.  
3. Minnesota Transfer Curriculum (MnTC) grade requirements Policy/Procedure 3.21.1, Part6, Subp.E: Receiving colleges and universities shall accept MnTC courses with passing grades (A – D) earned at the sending system or non-system college or university, regardless of the grading requirements of the receiving college or university or the cumulative grade point average (GPA) the student earned at the sending college or university. | 1. While a P or S grade does not negatively impact a student’s GPA, it also will not positively impact a student’s GPA.  
2. Many transfer institutions and graduate schools do not accept courses that are graded as P or S.  
3. Some students may have unforeseen consequences by selecting P/NC, P/F, S/NC or S/U grading. Students should be strongly encouraged to seek advisement from their academic advisors before making grade changes. Please see the attachment with potential examples of these Grade Change Considerations. |
| Satisfactory = S |  |  |
| No Credit = NC  | 1. NC grades typically reduce a student’s completion rate (# of credits earned vs. attempt). The federal government is expanding options for institutions to omit NC grades from the completion rate during terms impacted by COVID-19 (at least for some students). | 1. Some students may have unforeseen consequences by selecting P/NC, P/F, S/NC or S/U grading. Students should be strongly encouraged to seek advisement from their academic advisors before making grade changes. Please see the attachment with potential examples of these Grade Change Considerations. |
| Incomplete = I | 1. Personal circumstances related to COVID-19 could prevent an individual student from completing their work. In semesters impacted by COVID-19, the federal government has expanded options for individual students to take a leave of absence while maintaining their financial aid. The use of “I” or “IP” grades could give an individual more time to complete the course.  
2. In some classes, there may be face-to-face activities necessary for students to achieve the course’s essential learning outcomes or contact hour requirements but COVID-19 is making such face-to-face activities impossible. The use of “I” grades could give an entire class more time to complete the course.  
3. Some courses – such as internships, field experiences, clinicals and practica – require students to learn at external sites that may no longer be open to or reliably safe for students. An “I” or “IP” grade may be appropriate in these cases. |
| In Progress = IP | 1. Data suggests that a vast majority of students who receive “I” or “IP” grades never complete the late work converting the “I” or “IP” grade to an F grade.  
2. Some students may struggle with the additional course work from completing the work in their current semester in addition to completing the work for the course for which they received the “I” or “IP” grade. Students should be strongly encouraged to meet with their academic advisors before making a grading change. For some students, the best option may be to continue the course through the end of the semester with a P/NC or S/NC grade method instead of opting for an Incomplete. |
| Withdrawal = W | 1. Minnesota State has extended the withdrawal deadline to 90% of the course. Compared with the earlier withdrawal deadline, this will give students additional time to determine whether their new learning environment and/or personal circumstances provide an environment in which they can academically succeed in the current term. |

**PASS /NO CREDIT GRADING OPTION AND TRANSFER**

**How Does It Work?** Faculty in A-F graded courses will continue to grade students on an A-F scale, but if a student chooses the P/NC or S/NC option, the student’s A-F grade will be converted to a corresponding “Pass”, “Satisfactory” or “No Credit” grade after they decide to make this change. To earn a P or S grade, students must earn a D or better on their coursework. When a student selects P/NC, P/F, S/NC, S/U the faculty also should submit the A-F grade as part of the student record. We are currently working on an IT project to accommodate a faculty member submitting an A-F grade and the additional grading option the student may select.

**Deadline for Decision:** Students should be allowed to make these decisions for institutional determined eligible courses. Students should be provided a deadline to decide and submit this decision for each of the student’s courses.

* (Note: All students currently being graded on a Pass/Fail or Satisfactory/Unsatisfactory scale who are eligible for the P/NC or S/NC grading options should be converted to a Pass/No Credit or Satisfactory/No Credit scale – any F’s will be converted to NC’s.)

2
INCOMPLETE (I) or IN PROGRESS (IP) GRADE AND EXTENTION OF DEADLINE TO COMPLETE

What Is It? An Incomplete (I) grade gives students a chance to complete coursework after the semester ends.

How Does It Work? The instructor will give the student an “I” grade at the end of the course, and then change the grade to either an A-F, P/NC, P/F, S/NC or S/U grade when the work is later completed. There is a time limit for completing the work; if a student does not complete the work by the deadline, the “I” grade is automatically changed to an F on the student’s transcript. For some Minnesota State campuses, policy may only allow faculty to give students an Incomplete in limited circumstances. Campuses are encouraged to expand this option for faculty to use “I” grades in cases where a student or an entire class cannot finish the necessary coursework by the end of the semester as a result of COVID-19.

Deadline Extension: Campuses are encouraged to extend the timeframe for completing “I” and “IP” grades from Fall 2019 semester that would be converted to “F” grades in the Spring 2020 semester.

EXTENTION OF DEADLINE TO WITHDRAW

What Is It? Minnesota State procedure sets the deadline for students to withdraw at the point when 80 percent of the term has been completed. Minnesota State has extended this to 90 percent of the term.

How Does It Work? Students in full-term courses can withdraw (and get a grade of W) at any point between now and 90 percent of the student’s course. Students who are in shorter-term courses, should be encouraged to contact their academic advisor to determine the new withdraw deadline.

AACRAO TRANSCRIPT CONSIDERATIONS

- Update the transcript key defining the grade to which a P is equivalent at the undergraduate level, if this is not already present in the key.
- No other transcript notes needed or should be added regarding the grades earned in this manner.
- Unless your institution introduces new grade designations or changes policies such as requiring P/NC or S/NC grades for all courses, no transcript notations should be required. If new grades or policy changes are made, update the transcript key to reflect these changes. Additionally, the new grades should be incorporated into the college/university SAP policy.
- Develop a written policy or practice to define what has been done and what could be done under similar circumstances moving forward.
Attachment: Grading Change Considerations:

Before deciding to choose the college or universities grading option, students should discuss it with their academic advisers to ensure there are no unforeseen consequences of switching to P/NC, P/F, S/NC, or S/U grades. For the purpose of the rest of this document P/NC will be used as an example for the considerations. Please note there may be other reasons not listed below why students may need to consult with their academic advisor to discuss grading options. Please work with your campus community to identify a comprehensive list of Grading Change Considerations that fit your institutional grading policies and practices.

- Courses earning a grade of “P” will count toward credits to graduate, but courses earning a grade of “NC” do not earn credits.

- Accreditation requirements within a major or minor may prohibit P/NC grades. Many accrediting bodies and other entities recognize the unprecedented nature of this semester across the nation and are adjusting such requirements. Your program directors or academic advisors will have access to the most up to date information.

- Students planning to transfer should meet with a transfer advisor to determine if courses with a “P” grade will transfer to the receiving institution.

- Although many other universities are going through the same changes, we do not know if graduate or professional schools will accept P/NC grades. If a student is planning to apply to graduate school in the future, the student should talk to their graduate program director or advisor about how P/NC grades might affect the student’s eligibility.

- Course prerequisites that require a grade of “C or higher” may not be satisfied with a “P” grade. If a student is in a course or program that requires "C or higher" grades, the student should consult their major advisor or the department offering the course with questions regarding their requirements.

- If a course counts as part of a group of courses required for admission to a major in which grades are averaged, “P” grades will not be included in the GPA calculation. Students should consult with the appropriate major and other advisers prior to changing their grading option.

- Students on academic warning should check with their academic advisor to determine the effect the P/NC grades might have on their academic standing.

- All veterans and service members should be encouraged to discuss grading options with their School Certifying Official (SCO) to ensure there are no negative consequences for selecting certain grading options.

- If a student is an athlete, they should be encouraged to discuss grading options with their academic advisors to ensure there are no negative consequences for selecting the P/NC grading option.

- If a student is a sponsored student, they should reach out to their sponsor before changing to the P/NC grading option.

- Students using federal financial aid should consult their financial aid office to determine the effect the grading options might have on their financial aid status.

- Students on scholarships should review the scholarship requirements with an academic advisor to determine if P/NC grades will impact their scholarship eligibility.