

## Frequently Asked Questions about Grading Policies for Spring Semester 2020.

[PLEASE NOTE: At the end of this document, we have provided the language for Arts and Sciences grading policies for Spring Semester 2020.]

*Many students and advisors have asked questions about the change in protocols. Following are a set of frequently asked questions.*

**1. Do all students (graduates and all others) still have the option of choosing P/NE until June 5?**

Yes, everyone taking an Arts and Science course has the option to change. Students who receive a D grade may wish to think carefully about conversion to P/NE because, with letter grades, a grade of D is considered passing and that grade will count for overall degree requirements. In P/NE, the lowest passing grade is a C-; D or F grades are not passing, thus will not count toward any requirements. If you need help deciding on your best option, please ask your academic advisor or one of the AARC advisors for help. (You can email [aarc@oberlin.edu](mailto:aarc@oberlin.edu) and we'll walk you through the options and outcomes.)

**2. How does a student apply for the P/NE option?**

The Academic Advising Resource Center (AARC) will make a form available by May 8<sup>th</sup> and post it on the Registrar's website. The student will complete the form and return it to the Registrar's office at [registrar@oberlin.edu](mailto:registrar@oberlin.edu). No advisor's signature is required this semester.

**3. I applied to take a course for P/NP earlier this semester. Do I have to change to P/NE?**

No, your P/NP will automatically be changed to P/NE.

**4. If grades are displayed to students on May 29, as scheduled, then students have a week to look at the grade and make a decision as to whether to stay with their letter grade option or switch to P/NE?**

Yes, students may look at their grades and then change their grading option if they chose. However, please see #1 above as it pertains to what is a passing grade.

**5. How does a student know if a specific course is needed to graduate?**

Consult Degree Works.

**6. Can students who choose the letter grade option get grades below C- or do these become NE as well?**

Students who choose the letter grade will receive grades from A+ to F; NE will only cover grades of D or F if the student has chosen the P/NE grading option.

**7. What exactly is the procedure for getting a COVID incomplete? Do students still have to go through the AARC?**

Students may apply for an incomplete up until the start of the final exam period scheduled for their course. The AARC will make a form available to students; we will ask that the student contact the faculty member to arrange for an incomplete and to discuss work that remains. Once the student

and faculty member have discussed the incomplete, the student should fill out the incomplete request noting the remaining work agreement. Students will be asked to sign the honor code. Once the form is completed, the faculty member will receive an email from the AARC informing them of the student's request and remaining work to be completed. Unless the faculty member has deep concerns, the AARC will assume the incomplete is approved. If the faculty member wishes to raise concerns, one of the AARC advising staff will then become involved.

**8. Is all work for all incompletes due on June 17, or just work for COVID incompletes?**

All work for all incompletes is due June 17. A student and faculty member may agree on an earlier due date if needed. Work cannot be due after June 17.

**9. Will there be extensions granted if a student cannot submit work for an incomplete by June 17?**

Of course, if the student has an unexpected emergency (illness, for example) and if the faculty member will support an extension, the AARC will work with the student and faculty member to determine a new deadline. However, since all students are being given two additional weeks to complete work, only true emergencies will be considered.

**10. When are grades due from faculty for work submitted for an Incomplete?**

Final grades are due by June 24; if you have not declared the P/NE option, you will see your final grade in Banner Self Service by June 25 and you may then decide to declare the P/NE option by June 30.

**11. What hasn't changed?**

- Senior grades are still due from the faculty on May 21; all other grades are due May 27. All grades will be displayed in Banner Self Service by May 29.
- All the normal procedures and deadlines apply for Incompletes: the student must apply for an incomplete and the application must be received by the Academic Advising Resource Center "before the start time of the scheduled final exam for the course."
- The grading scale for a P grade remains A+ through C-.

**12. What if I need help making a decision about grading, requesting an incomplete?**

Advising staff in the AARC are available to help you. Email [aarc@oberlin.edu](mailto:aarc@oberlin.edu) or request an appointment through Betsy Beach Mosgo at [bbeachmo@oberlin.edu](mailto:bbeachmo@oberlin.edu). We want to help in any way we can.

*Following is the official language issued by the dean's office in the College of Arts and Sciences.*

The following applies to all Arts and Sciences courses taught Spring 2020

The Educational Plans and Policies Committee (EPPC) met with members of the Student Senate on several occasions to design grading policies for Spring 2020. Following is the policy as passed and a series of Frequently Asked Questions for your information.

Revised Grading Protocol for Spring Semester, 2020:

Since the beginning of the second module, the Dean's Office and EPPC have been evaluating feedback from faculty and students about grading protocols for this semester. The revised grading protocol is guided by several important principles and values:

- All grades should maintain our standards for academic integrity and honesty.

- Students should at least preserve the grading options available to them, (for example, letter grades) when they enrolled in their courses.
- Grading protocols and final work submissions should take into account the challenges for student learning given the range of our students' remote learning environments.
- Grading protocols should not undermine the educational standards of our departmental majors.

In light of these principles and values, and in consultation with Student Senate and the Office of the Registrar, the Dean's Office and EPPC unanimously approved the following revisions to the grading protocol for Spring Semester, 2020.

Our current Pass/No Pass [P/NP] grading option will be replaced by Pass/No Entry [P/NE] for all regular courses for Spring Semester, 2020. (We will revert to P/NP grading next semester.) To receive a P, grades must be a C- or above, and may count towards an academic major. NE grades will not show on official transcripts, but will remain on unofficial transcripts for purposes of advising.

- Letter Grades will remain the default grading system, unless the course was preauthorized as P/NP. Preauthorized P/NP-only courses will automatically become P/NE-only courses.
- All regular courses will include the P/NE option. Students who have already elected the P/NP grading option for their courses will automatically have the grading option for those courses converted into P/NE.
- Students may elect P/NE for up to 7 days after final grades are released. Students must render decisions by June 5, 2020.
- Unlimited "COVID-19" Incompletes will be available to students this semester. Work must be completed within a one month of the end of the exam period. All work must be submitted by June 17, 2020.

All regular accommodations also remain in place, such as emergency incompletes.