



Dear Faculty Member,

As you know, the Stanislaus Academic Senate and President Junn approved this week an emergency resolution that gives each student the opportunity to change their grading options for any undergraduate class [except for Credit/No Credit only courses] or withdraw from any undergraduate class until May 22 [the end of finals week] at their own discretion. This is intended to support students whose needs and circumstances may have changed during the COVID-19 pandemic.

We ask that you announce this option to students in your undergraduate classes. We also ask that you do what you can to let students know what their grade is to date in your class so that they can make informed choices. Please counsel students in your undergraduate classes in ways you consider appropriate about these options, and please contact Faculty Director for Advising and Learning Cohorts Keith Nainby (knainby@csustan.edu) if you have questions about how to advise students on these options.

Grade rosters will be generated after May 22 to allow students to make their choices. Grade rosters will be available May 27 and grades should be submitted by close of business May 29.

For students who dropped out of contact, you can assign the grade of WU, which is what the university recommends. If you assign a WU, as in the past you will also be asked to provide a last date of attendance for that student. For students who dropped out of contact after the last day of face-to-face instruction (March 17) assign a grade to that student based on the work they had completed in relation to the total assignments for the semester – either A, B, C or WU. For students who dropped out of contact after March 17 WU will be manually changed to NC by Admissions & Records staff.

The emergency resolution also stipulates that in the event that subsequent information indicates that students may be harmed by the Credit/No Credit grade assigned for a class, instructors [or department chairs in cases where the instructor is no longer available] may submit a grade change that would allow a change of grade option from Credit/No Credit to a letter grade [except for Credit/No Credit only courses]. To facilitate that we ask that all faculty provide their department with a listing of letter grades [regardless of whether a student has chosen Credit/No Credit] for each class. The departments will retain those records for at minimum five [5] years.

For Spring 2020 only [unless conditions are such that the emergency modifications are extended] the following additional stipulations apply:

> For this semester if students choose Credit/No Credit, letter grades of A, B, C [including C-] will be assigned Credit. Letter grades of D+, D, D- or F will be assigned No Credit.



- > All departments and programs will accept undergraduate courses for which students earned Credit as satisfactorily completed regardless of requirements for letter grades in major courses.
- > Courses completed in Spring 2020 with Credit/No Credit grade option will not be included in calculation of 24 unit caps on Credit/No Credit course units.
- > Restrictions on repeating courses with Credit/No Credit will be waived for courses completed in Spring semester 2020.

Steven Filling, Speaker of the Faculty

Katie Olivant, Interim Associate Vice President for Academic Affairs



Here is the message regarding grading options that students will receive:

Dear Warrior,

We understand that the shift to virtual instruction has disrupted your educational experience this semester. In an effort to reduce any adverse effects on your academic progress, we are offering you the flexibility to choose different grading options for Spring 2020. *Specifically, for any undergraduate letter-graded class, you may change your grading option to CR/NC.* We hope that this will help you focus on successfully completing the semester in these unforeseen and challenging circumstances.

How to Change Your Grading Option

- Beginning **April 20**, you may make this change through your myStanState student portal. Instructions can be found here: [View Plain Text Instructions](#) | [Instructions with Screenshots.pdf](#) You may take no action or select a different option for each class.
- You have plenty of time! The deadline to change your option is Friday, May 22.
- If you prefer, you may withdraw from any course in which you are enrolled in Spring 2020, using the [Course-University Withdrawal Form](#). This will result in a grade of W for the course on your transcript; this grade does not count in the calculation of your GPA, nor does a grade of NC. The deadline to submit the Withdrawal Form is also May 22.

For More Information

You are not alone in making this decision! There is a community of advisors, in addition to your instructors, who can help you make an informed decision. Further details about who to contact with questions and about grading options for Spring 2020 can be found here: [Spring 2020 Grading Options](#)

The faculty and staff and Stan State are committed to lessening the impacts of COVID-19 on students and are here to support you through these very uncertain times.

Sincerely,

Dr. Steve Filling
Chair, Academic Senate

Dr. Katie Olivant
Associate Vice President for Academic Programs

Dr. Brandon Price
Associate Vice President for Student Success