

4/15/20

RE: Communication to Faculty #5 – COVID-19 Instructional Continuity Plan and Temporary Changes in Grading and Academic Deadlines during Spring Semester 2020

From: Jacqueline Kineavy, Ed.D., Senior Vice President for Academic and Student Affairs

Dear Faculty:

This email addresses:

- 1) Last day of the Spring semester
- 2) Summer Sessions
- 3) *Time2Finish* – a special 7 day (5/21-5/27) period for students to submit unfinished or overdue classwork
- 4) Grading during the Spring 2020 Semester
- 5) Grade submission deadline period extended and lengthened for faculty
- 6) Calendar of Important Deadlines

1) **May 20, 2020 is the new last day of the semester.**

2) **Summer Sessions**

- Summer Session I & II Starts: June 8, 2020
- Summer Session I (20/SU1) Ends: July 14, 2020
- Summer Session II (20/SU2) Ends: July 28, 2020
- Summer Session III (20/SU3) Starts: July 20, 2020
- Summer Session III (20/SU3) Ends: August 25, 2020

3) **Time2Finish – a Special 7 day Period for Students to Submit Unfinished, Overdue Work**

Time2Finish is another temporary measure implemented during Spring Semester 2020. It is a 7 day time period, from May 21 through May 27, 2020. The faculty have *broad discretion* on how to utilize the *Time2Finish* period and are encouraged to support student success and completion. *Time2Finish* allows students during the Spring 2020 semester ONLY to submit overdue or unfinished course work, in communication with their faculty, in order to earn their grades. The *Time2Finish* period is also a time for faculty who become ill or cope with unforeseen issues, or who may have modified their course work due to the disruption, to have more time to offer content assistance, recommend tutoring, and/or complete grading.

4) **Grading during the Spring 2020 Semester**

Throughout the country, colleges and universities are altering their grading policies to better manage this unique situation presented by Covid-19. To that end, colleges and universities are eliminating grade pressures to lead to better outcomes. We are most concerned about student success, completion, and retention during this unprecedented time in our history.

During the Spring 2020 15 week, 12 week and 7B semesters ONLY, please see the next page for the procedure for grading.

PCCC TEMPORARY GRADING FOR STUDENTS (SPRING 2020 ONLY)

PASS/NO CREDIT GRADE

Pass/No Credit (“P/NC”) grade will apply to all courses. Students in college level courses may request a letter grade in lieu of a Pass (“P”) grade in writing to their course instructors no later than May 26, 2020. This grade will apply to all courses, *EXCEPT* for pre-requisite courses for and courses in the Nurse Education, Radiography, Occupational Therapy Assistant, Health Information Management and Medical Assistant programs.

<i>GRADE</i>	<i>DESCRIPTION</i>
Pass (“P”)	<ul style="list-style-type: none">• A Pass (“P”) will be awarded to all courses in lieu of an A, A-, B+, B, B-, C+, C or D grades.• A Pass (“P”) grade in pre/co-requisite courses is acceptable for students to progress to the next course in sequence, <i>EXCEPT</i> for pre-requisite courses for and courses in the Nurse Education, Radiography, Occupational Therapy Assistant, Health Information Management and Medical Assistant programs.• Credits are awarded.• GPA is not impacted – it will not have a positive or negative impact on GPAs.• In most situations, there will be no impact on a student’s Satisfactory Academic Progress (SAP) needed to maintain financial aid. If the student is on SAP probation, please refer the student to Financial Aid at FA@pccc.edu• Most of NJ colleges and universities have agreed to accept the Pass (“P”) grade for transfer with no penalty for the student, however the transfer institution has the discretion to accept or reject this grade in the transfer process.

Important Info re: Pass (“P”) Grade

- Students in college level courses may request a letter grade (in lieu of a Pass (“P”), in writing to their course instructors no later than May 26, 2020. The student’s decision *cannot* be changed once submitted. Forms will be available on the college website as of Monday April 20, 2020.
- Students in DE or ELS courses will only receive a Pass (“P”)/No Credit (“NC”) grade.
- A Pass (“P”) or letter grade shall only be awarded if the student achieved the outcomes of the course.
- If a student wishes to appeal any grade, the student must appeal the faculty’s decision through the college’s Academic Appeals process.
- **Faculty are required to retain a record of the original letter grade.**
- The Pass/No Credit (“P/NC”) grade recorded on the student’s transcript will include a notation that the Spring Semester 2020 is the COVID-19 semester.

<i>GRADE</i>	<i>DESCRIPTION</i>
No Credit (“NC”)	<ul style="list-style-type: none">• No credit awarded.• GPA is not impacted – it will not have a positive or negative impact on GPAs• A No Credit (“NC”) grade in pre/co-requisites course(s) will not allow a student to progress to the next course in the sequence. Students will need to retake and successfully complete the course.• In most situations, there will be no impact on a student’s Satisfactory Academic Progress (SAP) needed to maintain financial aid. If the student is on SAP Probation, refer the student to Financial Aid at FA@pccc.edu

Important Info re: No Credit (“NC”) Grade

- If a student wishes to appeal any grade, the student must appeal the faculty’s decision through the college’s Academic Appeals process. Forms will be available on the college website as of Monday April 20, 2020.
- **Faculty are required to retain a record of the original letter grade.**

- This grade is not accepted in the transfer process. Students most likely need to repeat the grade either at PCCC or at transfer institution.
- The Pass/No Credit (“P/NC”) grade recorded on the student’s transcript will include a notation that the Spring Semester 2020 is the COVID-19 semester.

INCOMPLETE: (“I”) Grade

Incomplete (“I”)	<ul style="list-style-type: none"> • This is a temporary grade given when the student is unable to complete the course work or final exam. • Incomplete (“I”) grade – (newly ratified Academic Resolution) –this change complies with the “extenuating circumstances” clause of the college’s new Incomplete (“I”) policy (effective March 10, 2020.) • Faculty and students must memorialize the remaining requirements in writing. • If the course is a pre/co-requisite, the student will not be able to register for the next course in the sequence before completing this course. • Forms will be available on the college website as of Monday April 20, 2020.
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Important Info re: Incomplete (“I”) Grade

- Students may request an “I” in writing to their course instructors no later than May 26, 2020. The student’s decision *cannot* be changed once submitted.
- ONLY the faculty member must approve this request.
- The deadline to finish course work is extended to the end of Spring Semester 2021.
- Student must complete the work by the deadline to receive the grade or the “I” converts to an “F” automatically.

WITHDRAW: (“W”) GRADE

The Withdraw deadline is April 29, 2020.

Withdraw (“W”)	<ul style="list-style-type: none"> • No tuition or course fee refunds. • The course will need to be repeated and receive a passing grade in order to receive credit, possibly at the student’s expense – please refer students to Financial Aid FA@pccc.edu • Forms will be available on college website as of Monday April 20, 2020.
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Important Info re: Withdraw (“W”) Grade

- Students may request a “W,” in writing to their course instructors no later than April 29, 2020. The student’s decision *cannot* be changed once submitted.
- The faculty members and their department chairs must approve this request.
- “W” grades do not transfer to other institutions.
- In most situations, there will be an impact on a student’s Satisfactory Academic Progress (SAP) needed to maintain financial aid. If the student is on SAP Probation, refer the student to Financial Aid at FA@pccc.edu

More information about record retention is forthcoming.

5) Grade Submission Deadline is Extended and Lengthened for Faculty

To complement the Pass/No Credit and other grade options, as well as Time2Finish, faculty must submit all final grades no later than May 30, 2020.

6) **Important Dates in April, May and June 2020**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April						
April 19	April 20 Forms available on college website	April 21	April 22	April 23	April 24	April 25
April 26	April 27	April 28	April 29 Last day to request a Withdraw (“W”) with Faculty Permission	April 30		
MAY						
					May 1	May 2
May 3	May 4	May 5	May 6	May 7	May 8	May 9
May 10	May 11	May 12	May 13	May 14	May 15	May 16
May 17	May 18	May 19	May 20 Last Day of the Semester	May 21 <i>Time2 Finish Starts</i>	May 22 <i>Time2 Finish</i>	May 23 <i>Time2 Finish</i>
May 24 <i>Time2 Finish</i>	May 25 <i>Time2 Finish</i> Memorial Day	May 26 <i>Time2 Finish</i> Last Day for College Level Students to Request Letter Grade Last Day for all students to request an Incomplete (“I”)	May 27 <i>Time2 Finish Ends</i>	May 28	May 29	May 30 Final Grades DUE by Faculty
May 31						
JUNE						
	June 1	June 2	June 3	June 4	June 5	June 6
June 7	June 8 Start of Summer Session I and II	June 9	June 10	June 11	June 12	June 12

Summer Session I (20/SU1) Ends: July 14, 2020

Summer Session II (20/SU2) Ends: July 28, 2020

Summer Session III (20/SU3) Starts: July 20, 2020

Summer Session III (20/SU3) Ends: August 25, 2020