

A MESSAGE TO STUDENTS ABOUT GRADING FOR SPRING 2020
From Dean Sharon Goldstein, April 16, 2020

Dear PCCC Student,

Throughout the country, colleges and universities are creating temporary grading options to better manage the extraordinary disruption to the Spring 2020 semesters presented by Covid-19. To that end, PCCC is eliminating grade pressures to lead to better academic outcomes. We are most concerned about your success, completion, and retention during this unprecedented time in our history.

PCCC Temporary Grading for Students (Spring 2020 only)

PASS/NO CREDIT GRADE

The Pass (P)/No Credit (NC) grade will apply to all courses. 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. These grades 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.

GRADE	DESCRIPTIONS
PASS (P)	<ul style="list-style-type: none"> • A Pass (P) grade will be awarded to all courses in lieu of an A, A-, B+, B, B-, C+, C, or D grades. <ul style="list-style-type: none"> ▪ A Pass (P) grade in pre/co-requisite course(s) is acceptable for students to progress to the next course in sequence, except 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 your GPA ▪ In most situations, there will be no impact on your Satisfactory Academic Progress (SAP) needed to maintain financial aid. If you are on SAP Probation, contact 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 Things You Need to Understand about the 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 to request the letter grade will be on the College website starting 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 you achieved the outcomes of the course.
- The Pass (P) **grade does not apply** to pre-requisite courses for and courses in the Nurse Education, Radiography, Occupational Therapy Assistant, Health Information Management and Medical Assistant programs.
- If you wish to appeal any grade, you must appeal the faculty's decision through the College's Academic Appeals Process. Forms will be available on the College's website as of Monday, April 20, 2020.
- 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.

GRADE	DESCRIPTIONS
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 notation will be made on your transcript that this occurred during Covid-19 ▪ A No Credit (NC) grade in pre/co-requisite course(s) will not allow a student to progress to the next course in that sequence. You will need to retake and successfully complete the course.

Important Things You Need to Understand about the No Credit (NC) Grade

- A No Credit (NC) grade is not accepted in the transfer process. Students will need to retake and successfully complete the course to get full credit.
- In most situations, there will be no impact on your Satisfactory Academic Progress (SAP) needed to maintain financial aid. If you are on SAP Probation, contact Financial Aid at FA@pccc.edu.
- If you wish to appeal any grade, you must appeal the faculty's decision through the College's Academic Appeals Process. Forms will be available on the College's website as of Monday, April 20, 2020.
- 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

Need More Time due to Covid-19 disruptions

If you feel that **you still need additional time** to complete the course requirements, you can **ask your instructor for an incomplete** (more time to complete the course work or final exam) **no later than May 26, 2020**.

Grade	Description
Incomplete (I)	<ul style="list-style-type: none"> ▪ This is a temporary grade given when a student is unable to complete the course work or final exam due to extenuating circumstances. ▪ Request for an Incomplete (I) grade needs to be communicated to your instructor no later than May 26, 2020. Forms will be available on the College's website as of Monday, April 20, 2020. ▪ Be sure to communicate with your instructor regarding the remaining items needed to be completed and how to achieve these goals. ▪ Ask your instructor to communicate those remaining requirements in writing so that there is no confusion and can serve as a check list. ▪ The deadline to finish course work is extended to the end of Spring Semester 2021.

Important Things You Need to Understand about the Incomplete Grade

- You can **ask your instructor for an incomplete** (more time to complete the course work or final exam) **no later than May 26, 2020**. Your decision **cannot** be changed once submitted.
- **If this is a pre-requisite or co-requisite course, you will not be able to register for the next course in the sequence** before completing this course
- **If you do not complete** your work by end of **Spring 2021**, your **"I" turns to an "F"** and you will not get credit for this course and it can impact your Financial Aid.

WITHDRAWAL GRADE

If a student is dealing with a number of life disruptions during or prior to Covid-19, the College understands that withdrawing from a course(s) is the right choice for you. The **deadline to withdraw** with faculty permission is **April 29, 2020**

Withdraw (W) <i>Dropping a course(s)</i>	Process to withdraw: <ul style="list-style-type: none">▪ You may request a “W” by completing the Drop/Add form and send to your instructor for approval. The instructor and department chair will review and forward to the registrar’s office for formal withdrawal. Forms will be available on Monday, April 20, 2020.▪ Check your grades at the end of the semester for accuracy.▪ Schedule a meeting with your academic advisor or the Center for Student Success to discuss next steps.
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Important Things You Need to Understand about the Withdrawal

- The **deadline to withdraw** with faculty permission is **April 29, 2020**. The student’s decision ***cannot*** be changed once submitted.
- No tuition/course fee refunds or credits will be posted to your account.
- W grades ***do not transfer*** to other institutions.
- In most situations, there ***will be an impact*** on your Satisfactory Academic Progress (SAP) needed to maintain financial aid. If you are on SAP Probation, contact Financial Aid at FA@pccc.edu.

As always, we are here to support you during these trying times. Please let us know what we can do to help you:

- Questions regarding the Pass/No Credit Grade or your schedule for summer/fall – Success@pccc.edu
- Questions about Financial Aid – FA@pccc.edu
- Questions about how a pass grade will transfer to a 4-year – eharrison@pccc.edu
- Need to borrow a laptop (very limited quantities) – laptoploan@pccc.edu
- In your last semester? – apply for graduation by contacting your department chairperson.
- Questions about taking the CWE or to set up an appointment contact– academictesting@pccc.edu
- All other questions – studentaffairs@pccc.edu

Stay well,
Dean Goldstein

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