



Division of Academic Affairs
Enrollment Management

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

GREENSBORO

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MEMORANDUM

To Undergraduate Students
Fr Kelly Rowett James, University Registrar
Re Alternate Grading Opportunity for Undergraduate Courses in Response to COVID-19
Date March 30, 2020

This alternate grading opportunity (pass/fail) covering grades earned during the Spring 2020 semester is effective April 15, 2020, and will remain in effect until June 30, 2020. The accommodation is provided for all undergraduate courses, in response to significant changes made in the delivery of instruction due to the novel coronavirus or COVID-19 pandemic. An announcement regarding the grading system in graduate and professional programs is being made today, as well.

Students who are planning to attend graduate or professional schools after graduation, are athletes, are on academic probation, are nursing majors or have other special circumstances are strongly encouraged to talk with their academic advisors or department chairs before choosing the alternate grading opportunity.

Grading

1. All courses will be graded as usual by the instructor, and the earned grade applied.
2. Faculty members will not be aware of which students requested the Pass/Fail grade, which will be represented by P-1.
3. If a student requests the alternate grading system, the Banner system will convert the grade to P-1, if a passing grade was earned. If a failing grade was earned, the student will be informed and offered the opportunity to request a retroactive withdrawal from the course. The course can be retaken at another time with no impact on the student's allowable withdrawals and repeats. This accommodation is only applicable to courses taken in the Spring 2020 semester. Students who do not request a retroactive withdrawal from courses that they failed will receive grades of F.
4. Any student who wishes to drop all classes must instead withdraw from the semester and use the official university withdrawal process.
5. These alternate grades will not be factored into the students' grade-point averages.

Requesting the Alternate Grading System

1. Undergraduate students may request an alternate grade for one or more courses in which they are enrolled during the spring 2020 semester.
2. The request for the alternate grading must be made in writing and signed by the student. Requests may be submitted beginning April 15 and ending June 30, 2020. **The official form to make this request will be released online prior to April 15.**

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3. Students who wish to change from an alternate grade back to the A-F grading system will have one opportunity to do so, and must request the grade change through their department.
4. In light of this grading accommodation, the Dean's and Chancellor's lists will not be generated for the spring 2020 semester.
5. A note will be placed on the transcripts of all students who enrolled in courses during Spring 2020 to indicate the health emergency that challenged all students to adapt quickly to online learning.

Incomplete Grades Assigned During Fall 2019

1. Students who earn an Incomplete during the Spring 2020 semester shall have three months from the beginning of the Fall 2020 semester to complete the necessary work and apply for a grade change.
2. The deadline for clearing Incompletes earned during Spring 2020 will be November 15, 2020.
3. No changes will be made to the length of the semester or to the credits hours assigned to each course.

Sincerely,

A handwritten signature in blue ink that reads "Kelly Rowett James".

Kelly Rowett James
University Registrar