THE UNIVERSITY OF
SCRANTON
A JESUIT UNIVERSITY

April 9, 2020

Dear undergraduate students,

Last week, I announced my decision to accept a motion approved by theFaculty Senate to revise our policy for undergraduate "credit satisfactory/credit deficiency/no credit (CS/CD/NC)" and graduate "satisfactory/unsatisfactory (S/U)" grading for this semester only. Academic departments have concluded their review and determination of courses or programs that are eligible or ineligible, taking into consideration accreditation or other important academic concerns. The list of the **ineligible**courses can be found here.

You may apply for "credit satisfactory/credit deficiency/no credit" grading on eligible courses beginning today through midnight on **May 1**.

<u>Students who wish to retain a letter grade for a course in which they are currently enrolled need not take any further action.</u>

Process for Requesting Credit Satisfactory/Credit Deficiency/No Credit Grading Option:

The following process is required to submit a request for a credit satisfactory/credit deficiency/no credit grade this semester.

The student will:

· Visit the Office of the Registrar and Academic Services (ORAS) website developed to support this initiative to review the list of factors and frequently asked questions (bottom of webpage) to consider before applying to change your grading option to CS/CD/NC. The factors are also enumerated on the "Request for CS/CD/NC Grading Option Form." Students must confirm that they have considered these factors before submitting a "Request for CS/CD/NC Grading Option Form."
· Contact his/her advisor to discuss if taking a course(s) with a CS/CD/NC is the best choice given individual circumstances.
· Contact any other pertinent individuals who may help guide the decision-making process, such as the Office of Financial Aid, their pre-health, pre-law, ROTC advisor, or their employer.
· Carefully think through this grading option before submitting the request form, as the University cannot anticipate all future unintended consequences of your CS/CD/NC grading selection.
· Prepare a list of course subjects, course numbers and course "CRNs" for which you plan to seek an alternate grading mode (i.e. ACC252, crn 31624 and T/RS122, crn 31391). This list will be needed to complete the request form, which can accommodate multiple requested courses.
· **By no later than midnight on May 1**, file a "Request for CS/CD/NC Grading Option Form," which can be accessed from the "Students" page of the My.scranton portal, under the Student Links/Academic Record Information section. One form is permitted per student.

Your advisor will:
· Review and discuss the factors to consider with you before you request the CS/CD/NC grading option.
· Review and approve the courses eligible for CS/CD/NC grading after you submit a Request for CS/CD/NC Grading Option Form. Advisors will conclude their review of requests on **Tuesday, May 5.**

The Dean's Office will:

· Review the Request for CS/CD/NC Grading Option Form and render a final decision on the student's request.
· Contact the student if a request is denied.
· Forward the appropriate information to the Office of the Registrar and Academic Services for processing no later than **Thursday, May 7.**

The Office of the Registrar and Academic Services will:

· Ensure that student records are updated to reflect approvedchange of grade mode requests no later than **Monday, May 11**.
· Email each student a confirmation once the request has been processed.

Please be reminded, courses receiving a "credit satisfactory" or "credit deficiency" count toward your accumulated credit hours for the degree, but they are not included in your grade point average calculation. Once chosen, the credit satisfactory/credit deficiency/no credit grading option cannot be reversed in anticipation of a high letter grade; conversely, the likelihood of a low letter grade is not grounds for a belated request for a credit satisfactory/credit deficiency/no credit grade. Students retain the right to appeal a grade through the existing Change of Grade procedure after submission of final grades.

As we move to remote instruction, we want to acknowledge the uncertainties of grading for both students and faculty within this new online environment. We believe this grading option will provide flexibility to those who need it.

I wish you a peaceful and blessed Easter.

Sincerely,
Dr. Gingerich

Jeff Gingerich, Ph.D.
Provost & Sr. Vice-President of Academic Affairs
The University of Scranton