



Policy Name:	Pass/No Pass grade option for Spring 2020 (COVID-19 Response)			
Policy Owner:	Office of the President	Last updated:	April 2020	Reviewed: April 2020
Status:	Temporary		Due for Review:	Policy active for Spring 2020 only

In response to the unusual and challenging circumstances that instructors and students are facing due to the COVID-19 pandemic, Jones College has approved the following changes for the spring 2020 semester:

1. The last day to withdraw from a Spring 2020 course is May 1, 2020.
2. Students may choose to have their Spring 2020 courses graded on a Pass/No Pass (P/NP) basis based on the following:
 - a. Faculty will continue to grade all students as usual during the semester and will submit the letter grade to the Registrar's Office. The Registrar's Office will make any changes requested by the student.
 - b. P/NP grades will be converted as such, letter grades of A, B, C, or D will be converted to P while grades of F will convert to NP.
 - c. Students may choose the P/NP option for any course that ended after March 20, 2020.
 - d. Students who choose a P/NP grade option for any or all of their courses must submit the request that will be available online May 13, 14 and 15, 2020. If a selection is not made by this time, the letter grade will be recorded for the course.
 - e. All Spring 2020 courses awarded the grade of P will earn credit towards academic progress, prerequisite and graduation requirements.
 - f. Pass/No Pass grades will not be factored into a student's grade point average.
 - g. Students who selected the Pass/No Pass option may elect to have their grade reversed to the standard letter grade. Students wishing to reverse the grade have until six weeks into the Fall 2020 semester to do so.
 - h. Nursing and Dual Enrollment courses cannot be graded on the P/NP option.

NOTE: Electing the Pass/No Pass option may have future consequences for students. Professional programs such as Nursing and Medical schools may not allow grades of Pass/No Pass for their applicants, especially for science-based courses. Additionally, some universities may not recognize grades of Pass/No Pass for certain majors. Students should review the requirements of any future educational plans before making their decision.

FOR IN-HOUSE USE ONLY

Procedure:

1. Instructors finish the course in Canvas with final averages completed by COB May 11.
2. I T moves grades as they are to PS May 11 after hours.
3. Instructors Approve grades May 12 by noon.
4. Bonnie posts grades May 12
5. The Registrar runs the Repeat Rule process and validates May 12.
6. The student may submit the grade basis change request that will be available online May 13, 14, and 15.
7. Corrections are made beginning on May 16 until completed. (Repeat Rule process will be run each night to correct the GPA affected by any grade changes.)
8. Through the first six weeks of Fall 2020 - If a student wishes to change back to the original letter grade they contact the Registrar's Office and submit a request through their Jones email. If they are no longer a Jones student they can make a signed request (same standard as requesting a transcript) that can be sent by email attachment, faxed, or pic sent through email. Online instructions would indicate what info is required on the written request (just like a transcript request). The Registrar would not need IA permission as this is a choice the student is allowed to make.
9. After the sixth week of Fall 2020 standard grade appeal process is in play through the IA office.

FAQ:

Q: Can I choose to stay with the letter grades for this semester?

A: If you want to stay with the letter grade there is nothing you need to do.

Q: How does a grade of P/NP affect my GPA?

A: A grade of P will give you the credits for the class towards graduation but will not be figured into the GPA. A grade of NP will not count towards graduation but will also not be figured into the GPA.

Q: If I decide to choose the P/NP option, can I change my mind and go back to the letter grade?

A: Yes, you have until the end of the sixth week of the Fall 2020 semester to change your mind. You can contact the Records office to have the grade changed.

Q: How will the P/NP grade affect my scholarship?

A: The computer will recognize a P as successful completion of the course and will not affect a scholarship. A grade of NP could affect a scholarship as the course will not be considered as hours completed or passes. Most scholarships have a required number of hours a student must successfully complete to receive to continue to receive the scholarship in future semesters. Any scholarship consideration will use the GPA as it stands and the selection of P/NP will not impact the GPA.

Q: How will the P/NP grades affect my Pell Grant or MTAG?

A: For Federal and State financial aid purposes a grade of P will be considered a successful completion of the course. The grade of NP will be considered in the same manner as an F which could have a negative impact on your aid.

Q: Will universities accept my grade of P/NP?

A: This is not under Jones' control. Many professional programs such as Nursing and Medical Schools generally do not accept any form of P/NP grades. Certain university majors such as Education may not accept P/NP grades in certain subjects. This is why we are allowing students to have the grade changed back to the original letter grade earned in the class.

Q: What is considered a P vs NP?

A: If the earned letter grade was an A, B, C or D the grade will be changed to a P. If the earned grade was an F the grade will be changed to an NP.

Q: What's the difference between an F and an NP if neither one is awarded credit towards graduation?

A: The F will have a negative impact on the GPA while the NP will have no impact on the GPA.

Q: Can I use the P/NP option for some, but not all of my classes?

A: Yes, you get to pick and choose which classes you wish to have changed to P/NP. You can choose all or you can choose none.

Q: I took a course that finished prior to Spring Break, can I choose the P/NP option for those classes?

A: No. Courses that completed prior to Spring Break were not affected by the COVID-19 pandemic so those letter grades will remain in place.

Q: I am a Dual Enrolled student, can I choose P/NP?

A: No. High schools need a traditional grade to add to your high school record.