

PROCEDURE FOR PASS / FAIL COURSE GRADE OPTION

As part of the Connecticut State Colleges and Universities response to the COVID-19 pandemic, all Connecticut Community College students shall have the option to convert any or all of the letter grades they earn in any or all of their classes during the spring 2020 semester to Credit/No Credit grading.

- Students will be able to make this decision up until and through June 1, 2020.
- In this option, a passing letter grade will convert to one of the following:
 - Grades of C or better will convert to 'CRT' or Credits for Transfer.
 - Grades of C-, D- to D+ will convert to 'CR' with credit for the class being awarded
 - Failing grades will convert to 'W' with no credit awarded.
- Students who have a CRT grade for their course will have satisfied the course requirement for their credential at the community college and will meet all prerequisite requirements for a subsequent course.
- Students who have a CR grade for their course will have satisfied the course requirement for their credential at the community college unless the major stipulates a minimum grade requirement above a C, in which case a grade of CRT is required.
- CRT, CR and W grades will not impact the student's GPA.
- Students with spring 2020 grades of CRT will be able to transfer those courses within the CSCU system. Grade glossary, attached to each transcript, will be updated to include notation denoting spring 2020 grades of CRT, CR or W were earned during a major interruption to in-person instruction as a result of the COVID-19 pandemic.
- In some fields, a "pass" will not satisfy licensure or accreditation requirements. A "pass" should but may not transfer to another institution.

Students can apply for CRT / CR / W grades for any course in the spring 2020 semester by filling out the accompanying form and receiving an electronic signature from the instructor of the course. The instructor will provide information and answer questions about the possible implications of switching to the CRT / CR / W option.

Students are encouraged to wait until after May 21, when spring 2020 final grades are posted, before submitting a request to change the grading method to the CRT / CR / W option, or before making the decision to withdraw from the entire semester.

Instructors will submit a letter grade and the accompanying code at the time of submitting final grades. Both grades will be maintained in the student record, though only the CRT / CR / W grade will appear on an official transcript.

If, in the future, one or more CRT / CR / W grade should prove to be to the student's disadvantage due to change of major, transfer, or adverse effect on financial aid including Veterans Benefits, or satisfactory progress, the grade(s) earned in such CRT / CR / W course(s) shall be retrieved and recorded on permanent record in place of the CRT / CR / W grade(s) and the GPA revised accordingly.

REQUEST FOR PASS/FAIL OPTION

Spring Semester 2020

I.D. NO: _____

DATE OF BIRTH: _____

LAST NAME: _____

FIRST NAME: _____

M: _____

DATE: _____

Are you receiving Veterans Benefits? Yes ___ No ___

Are you receiving Financial Aid? Yes ___ No ___

Are you planning to transfer to complete your degree or certificate at another school? Yes ___ No ___

What is your major? _____

Is the course required for your major? Yes ___ No ___

Does your major require a minimum grade in the course? Yes ___ No ___ If "yes," what is the required grade? ___

COURSE INFORMATION

CRN NO: _____

SUBJ: _____

CRSE NO: _____

SEC: _____

COURSE TITLE: _____

INSTRUCTOR: _____

Check one:

___ I have advised the student and agree with the decision.

___ I have advised the student, but do not agree with decision. Reason: _____

INSTRUCTOR'S SIGNATURE: _____

DATE: _____

I have read the general information concerning CRT / CR / W classes and hereby apply for (check one):

___ Credit for Transfer

___ Credit

___ Withdrawal

I understand that I may apply to change this decision at a later date if the decision adversely affects my financial aid, including Veterans Benefits, or satisfactory progress.

STUDENT'S SIGNATURE: _____

DATE: _____

INSTRUCTIONS (All to be completed online)

Student

1. Complete all the information requested on this form.
2. Obtain the instructor's electronic signature and date your application.
3. Submit completed form electronically to the Registrar's Office by the deadline.

Academic Dean's approval when required.

ACADEMIC DEAN'S SIGNATURE: _____

DATE: _____

OFFICE USE ONLY

Change entered on BANNER

Initials _____ Date _____