Guidance for Columbia College Faculty
Spring 2020 Student Grade Option Flowcharts

These pages represent guidance regarding the process for assigning and, when necessary, modifying grades for Spring 2020 to align with state guidelines and expectations. Our charge is to protect students from negative impacts to their success and progression caused by the COVID-19 pandemic. Like the Hippocratic Oath: *Do no harm.*

CCCCO resource repository: https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus/co-communications-to-colleges

CCCCO Executive Order: https://www.cccco.edu/-/media/CCCCO-Website/Files/Communications/COVID-19/2020-01-executive-order-student-withdrawal-regulations.pdf?la=en&hash=086726884C05E2BABE60C55D713B49F91CC1654E

CCCCO Guidance re Executive Order: https://www.cccco.edu/-/media/CCCCO-Website/Files/Communications/COVID-19/fs-20-02-clarification-on-apportionments-withdrawals-student-fee-refunds-v2.pdf?la=en&hash=A790F0CFEB3A2E8659E0702CFB33AF41FBA1B9E7

Positive Attendance Hours

Per CCCCO guidance,
submit your best estimate
of the number of hours students *would have completed* had the semester concluded normally.

(**Remember**: We are paid by student hours completed,
so under-estimates directly reduce district apportionment.)

Earlier Withdrawals

The COVID-19 crisis resulted in the first cancellations of college activities in California beginning in the second week of March. However, Chancellor Oakley's Executive Order permits colleges to grant the EW grade as early as March 4, 2020. *Consequently…*

If a "W" is recorded on a student's transcript for withdrawal from a course
between March 4, 2020 and the end of Spring 2020,
Admissions and Records staff will convert this transcript notation to an "EW".

Petition Forms

To expedite converting student grades, students may submit the new
"Easy Spring 2020 Grade Change Petition" through May 14, 2020.

After May 14, students may submit a "regular" Grade Change Petition,
citing the COVID-19 crisis as the justification for the grade change.

Either of these petitions will be ***automatically approved***, meaning that the grade change request will be granted without need for additional intervention by the professor or administration. Admissions and Records staff will adjust course grades manually and individually based on petitions.

Spring 2020 Student Grade Option Flowchart
(for most classes – except those listed as P/NP Only in the catalog)

Should students switch to P/NP? Should they take an EW?

Advise your students to talk with your counselor and financial aid about their specific situation.

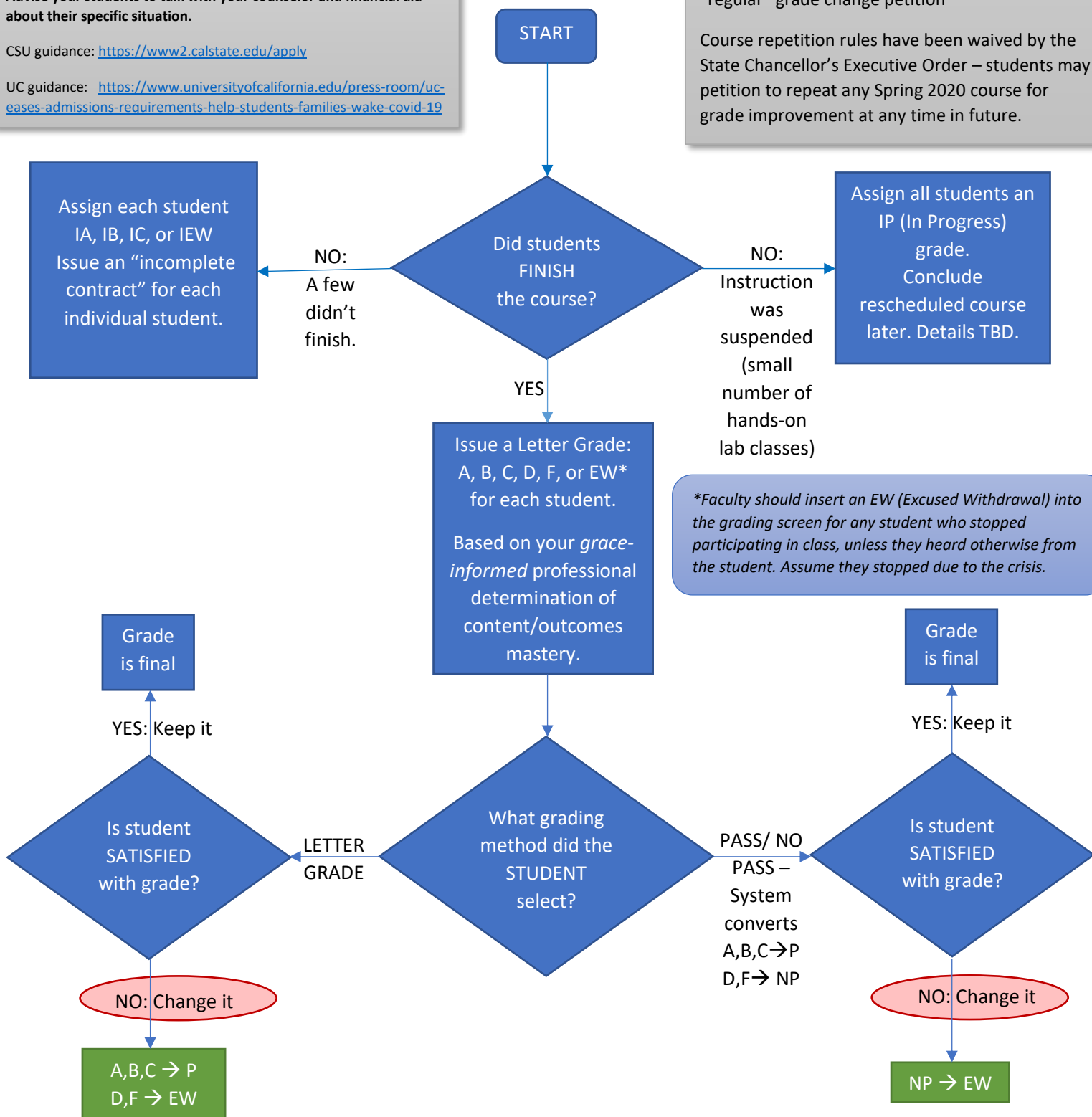CSU guidance: https://www2.calstate.edu/apply

UC guidance: https://www.universityofcalifornia.edu/press-room/uc-eases-admissions-requirements-help-students-families-wake-covid-19

Easy Spring 2020 Grade Change Petition Deadline

May 14, 2020 – (Thursday two weeks after last final) – Submit "Easy Spring 2020 Grade Change Petition" to automatically convert grades as shown below.

After May 14, 2020 – Students may submit a "regular" grade change petition

Course repetition rules have been waived by the State Chancellor's Executive Order – students may petition to repeat any Spring 2020 course for grade improvement at any time in future.

START

Did students FINISH the course?

NO: A few didn't finish.

Assign each student IA, IB, IC, or IEW Issue an "incomplete contract" for each individual student.

NO: Instruction was suspended (small number of hands-on lab classes)

Assign all students an IP (In Progress) grade. Conclude rescheduled course later. Details TBD.

YES

Issue a Letter Grade: A, B, C, D, F, or EW* for each student.

Based on your *grace-informed* professional determination of content/outcomes mastery.

Faculty should insert an EW (Excused Withdrawal) into the grading screen for any student who stopped participating in class, unless they heard otherwise from the student. Assume they stopped due to the crisis.

What grading method did the STUDENT select?

LETTER GRADE

Is student SATISFIED with grade?

YES: Keep it

Grade is final

NO: Change it

A,B,C → P
D,F → EW

PASS/ NO PASS – System converts A,B,C→P D,F→ NP

Is student SATISFIED with grade?

YES: Keep it

Grade is final

NO: Change it

NP → EW

Legend

"Easy Spring 2020 Grade Change Petition" – submitted by May 14.

results in

Automatic change based on student action by May 14.
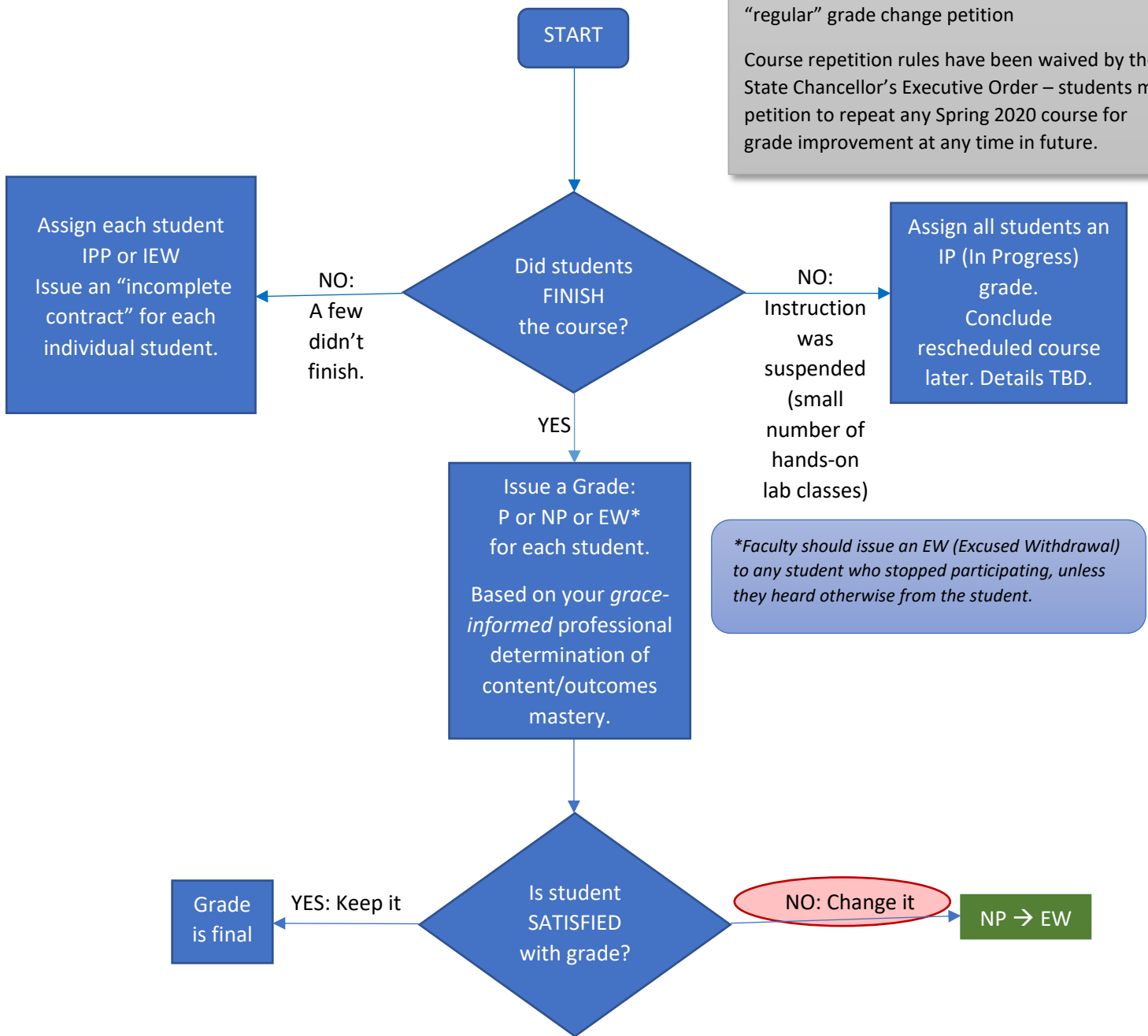
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(for course listed as P/NP Only in the catalog)

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Course repetition rules have been waived by the State Chancellor's Executive Order – students may petition to repeat any Spring 2020 course for grade improvement at any time in future.

START

Did students FINISH the course?

NO: A few didn't finish. →

Assign each student IPP or IEW Issue an "incomplete contract" for each individual student.

NO: Instruction was suspended (small number of hands-on lab classes) →

Assign all students an IP (In Progress) grade. Conclude rescheduled course later. Details TBD.

YES ↓

Issue a Grade: P or NP or EW* for each student.

Based on your *grace-informed* professional determination of content/outcomes mastery.

*Faculty should issue an EW (Excused Withdrawal) to any student who stopped participating, unless they heard otherwise from the student.

Is student SATISFIED with grade?

YES: Keep it →

Grade is final

NO: Change it →

NP → EW

Legend

"Easy Spring 2020 Grade Change Petition" – submitted by May 14.

results in →

Automatic change based on student action by May 14.