March 19, 2020

Dear Students,

For the Spring 2020 semester only, the University approved temporary changes to our academic policies in order to provide flexibility for our remote learning environment to allow students to successfully complete the semester.

The purpose of this message is to provide information on the policy changes related to the Credit/No Credit grading option and withdrawal deadlines.

**Credit/No Credit Grading Policy for the Spring 2020 Semester**

Students may elect to change any Spring 2020 course that normally requires a letter grade (A-F) to Credit/No Credit instead. Students may make this revision to their grading option only between April 6 and 17. Courses currently approved for Pass/Fail grading would not be eligible.

Classes taken with the Credit/No Credit option will fulfill major, minor, and core requirements this semester even though that is not normally allowed in the Credit/No Credit policy. Additionally, classes taken on a Credit/No Credit basis during the Spring 2020 term will not count toward the maximum limit of 4 Credit/No Credit units.

Credit/No Credit grading may be the best choice for your remote learning environment. However, also consider whether letter grading is preferable in order to satisfy the 2.0 GPA minimum in major, minor and cumulative GPA requirements, or to qualify for university honors at graduation which requires 16 graded units on campus. Letter grading is still required to impact your term GPA and major, minor, and cumulative GPA.

Per the 2019-2020 Bulletin (p. 44) “...courses taken with the Credit/No Credit option are not calculated into the student’s grade point average. If the professor submits a letter grade of C- or higher the student will receive credit for the course; if the professor submits a letter grade of D+ or lower the student will not receive credit for the course.”

Further details on the Credit/No Credit option are available in the Bulletin (p. 44).

We encourage you to discuss your decision with your instructor, faculty advisor or Academic Advising (academicadvising@pugetsound.edu).
Credit/No Credit Grading Process – How to Submit Request

Students will have access to a Google form from April 6th through April 17th that will provide a means for submitting the Credit/No Credit request to the Office of the Registrar. Students will be notified through their Puget Sound email account when the form is ready. The Google form will allow students to indicate which courses, if any, they would like to change from a standard letter grade (A-F) to the Credit/No Credit option.

Please do not email the Registrar’s Office to request the Credit/No Credit option, and wait for the Google form. However, if you have policy questions, feel free to contact the Registrar’s Office (registrar@pugetsound.edu).

Faculty will submit a standard letter grade at the conclusion of the term. The Office of the Registrar will then convert grades with C- or higher to CR (credit) and grades lower than C- to NC (no credit).

Credit/No Credit Grading Considerations

For Fall 2020 Registration

- A prerequisite course taken in Spring 2020 that receives a CR grade for credit will fulfill any prerequisite requiring a minimum grade of C- or higher.
- If students register for a course in Fall 2020 (or another future term) which was previously taken in Spring 2020 with the CR/NC grade option:
  - If the Fall 2020 (or later term) course earns D- or higher, that would earn credit for the previously-taken Spring course with the NC grade.
  - If the Fall 2020 (or later term) course earns C grade or better, that would replace the CR grade from the Spring course with a letter grade.

For Course Repeats in Spring 2020

- A course repeated in Spring 2020 with a CR grade will replace the grade for a previously taken course if the prior grade was lower than a C- grade. If the Spring course earns NC, then the prior grade will remain.

For Graduating Students

- At this time, we do not anticipate any delay in posting degrees or mailing diplomas.

For Students Interested in Raising their GPA

- Students on an academic sanction attempting to raise their cumulative GPA should work with their faculty advisor and/or the Office of Academic Advising prior to selecting courses for Credit/No Credit.
- Students working to meet the 2.00 minimum cumulative GPA for graduation should work with their faculty advisor and/or the Office of Academic Advising prior to selecting courses for Credit/No Credit.
For Students on a Study Abroad Experience

● Students on a Puget Sound approved Study Abroad program are eligible for the Credit/No Credit Option, subject to all the same rules that apply for students in Puget Sound classes.

Student Records and Graduate School Applications

● Under certain circumstances students may be required to submit a standard letter grade as part of an application process. The Office of the Registrar will maintain a record of the standard letter grade submitted by the faculty prior to converting it to Credit/No Credit. Students can request that this grade is provided in the event it is required to apply to graduate school. However, the transcript will not be updated to include the standard letter grade if the student chooses the Credit/No Credit option. The process for making this request will be published at a later date.

Course Withdrawal Deadline: The Spring term automatic W deadline (currently April 3) has been extended to April 17. A 'W' (withdrawal) grade has no impact on GPA. Students can withdraw after April 17 but a WF (withdrawal failing) grade will be the default and this is the same as an F in the GPA. The last day to withdraw from a course is May 6. Additional information on course withdrawals can be found in the Bulletin (p. 45).

Medical Withdrawal Policy: Medical withdrawal may be an appropriate response to a medical or psychological condition that prevents a student from completing the semester’s work. Staff members in the Office of the Dean of Students and the Office of Academic Advising assist students with this process. Additional information on the medical withdrawal policy can be found in the Bulletin (p. 45).

In addition, the existing Incomplete grade option is available for students to request from faculty, as specified in the Bulletin (p. 46).

We understand that questions may arise that are not covered in this document. Please know that there are several resources available to assist you with your decisions. Those resources include your faculty advisor, the Office of Academic Advising, and the Office of the University Registrar. Please do not hesitate to reach out with any questions.

Sincerely,

Michael Pastore  
University Registrar