



ACADEMIC POLICY CHANGES  
Approved by faculty April 1, 2020

**Amended Policy effective April 1, 2020 for Spring 2020 and May 2020**

In response to the disruptive circumstances created by the current global pandemic, Goshen College has adopted the following temporary policy changes to mitigate the impact of this disruption on our students. This change will be in effect for Goshen College classes currently underway as well as May term. This change applies to faculty and students in undergraduate classes in most programs and all delivery modalities.

**Students should consult with their Academic Advisor before making any academic changes to ensure that the decision won't have negative implications for academic progress and plans of study.** Once a course of action is agreed upon, the advisor will submit the grade change or withdrawal request to the registrar's office by the identified deadlines. Incompletes will still be initiated by the student who completes the contract with the professor of the course.

The following changes will allow students to have some flexibility in the grading of these courses, such as: **selecting credit (CR)/ no credit (NC)** grading option after the letter grade has been calculated for the course; requesting an **incomplete grade** at the end of the course; or deciding to **withdraw** from a course at the end of the semester. Each choice has different ramifications and should be considered carefully. Details for how these changes can be used are described below:

**Grading Options:** For all courses in which a student earns a grade of A through D, they will have the opportunity to request to change one or more such class final grades from the letter grade earned to Credit (CR). This grade will satisfy degree and prerequisite requirements. Once a student has consulted with their advisor, the advisor will email the registrar about proposed changes. The deadline for requesting the change of one or more grades to "CR" or "NC" will be May 5, 2020 for spring semester. Following this date, class grades will be finalized for all students. May term deadline will be determined later.

- "CR" (Credit) grade can be used if the letter grade is between an A and a D and an "NC" (No Credit) grade if the letter grade is an F. Note: the choice of CR/NC has no impact on GPA for the term.
- All grades of "CR" will be deemed to satisfy Goshen College degree and prerequisite requirements and will allow the student to advance to higher-level courses. Various grade prerequisite requirements, i.e., "C or better," are suspended during this period. Grades of "NC" will not satisfy existing prerequisite requirements. Some professional programs resulting in licensure may not allow this option.



- The normal limit of a total of 12 credit hours of courses chosen by a student to be graded CR/NC will only be applied to courses not taken during spring semester and May term 2019-20.

After final letter grades are submitted for all courses in the spring semester, all grades of “F” will be automatically replaced with a grade of “NC” (No Credit). While a grade of “NC” will not yield credit for the course, it also will not be counted in a student’s term or cumulative grade-point-average (GPA).

**Incomplete Grades:** For a student who was passing a spring semester course, the pandemic and abrupt switch to online instruction will be considered an acceptable rationale for an Incomplete grade contract. The course professor and dean may also agree to a completion date as late as the end of the fall semester.

**Withdrawal:** The deadline for students to request a withdrawal from a spring semester course is extended until April 17, 5:00pm. The deadline for students to request a withdrawal from a May term course is extended until three days before the end of May term. Students must consult with their academic advisor before requesting a withdrawal. The adviser will submit a request to the Registrar via email with a copy to the student to indicate their approval.

All Goshen College decisions and actions related to students’ academic status will be deferred until after completion of the fall 2020 semester. Students whose academic performance suggests the need for intervention will continue to be referred to various campus support offices to enhance their prospects for success.

For students wishing to transfer otherwise acceptable course credit toward completion of Goshen College degree, Goshen College will accept transfer credits earned at other institutions with a grade of “CR” (or similar passing grade) during the spring 2020 semester.

At the time of this policy change, several external organizations, including various employers and agencies providing tuition reimbursement, have not yet provided guidance about how they will treat grades of “CR” during this extraordinary period. We will broadly share information from these and other bodies as it becomes available. Nevertheless, each student should seek individual guidance as they consider whether to request conversion of letter grades to “CR” grades. Students who plan to pursue graduate school should also explore the possible implications of the decision to convert letter grades to “CR” grades.

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**Frequently Asked Questions:**

1. **What will happen to my GPA if I select CR (credit) instead of the letter grade that I earned?** A CR will not move your GPA up or down. The credit hours count in your total hours but do not influence the semester or total GPA.
2. **Can I use the CR option for courses that I need to get into the GC Nursing, Social Work or Education program?** No, these pre-professional programs have external requirements that they need to meet, so letter grades are still required for courses in these departments and for courses that are prerequisite to these programs. Consult with your academic advisor if you are in any of these programs.
3. **If I select CR instead of a letter grade, will that be accepted by a graduate school or medical school?** Some schools will accept this grade for this semester because they understand the extreme circumstances this semester, but there is no requirement for them to accept this and not all schools will. If you earn an A or B it is recommended to use the letter grade and NOT select the CR option.
4. **Can I continue to be on the Dean's List if I choose the CR/NC option?** Dean's List still requires 12 credits of letter grade with 3.75 GPA. Courses that are graded as CR will not count toward that calculation. Also keep in mind that Latin Honors is awarded to students with 3.6 GPA or higher and no grade lower than a C, a grade of NC disqualifies a student from honors.
5. **What will happen if I withdraw from a course now?** You would stop attending and the professor will stop grading your work. Your transcript will show a "W" for the course. You will not receive any refund for the course and the credits for the course will NOT be counted in your total for the semester. Using this option for too many courses could affect financial aid guidelines that expect students to complete 67% of the courses they register for (PACE guidelines). If you take the course again in a later semester you will have to register and pay for the course. If you complete it the "W" will be replaced with the grade that you earn then. Athletes: to maintain eligibility, you must earn 24 credits per academic year, withdrawing from a class means that it would not count toward these total credits needed.