Emergency Grade Adjustment Guidelines Spring 2020

Lewis-Clark State College faculty and administration recognize that many LC State students have been adversely impacted by the effects of the COVID-19 pandemic, in part due to the sudden transition from traditional methods of instruction to remote delivery of coursework.

LC State has developed one-time emergency grade adjustment guidelines and processes described here. **Students have until May 11, 2020 to request Pass/D/ Fail grading.**

**Guidelines (About the P/D/F option)**

All students will have the option to take any in-process Spring 2020 course on a P/D/F basis. The process and protocols for using this option will be as follows:

- Students may choose P/D/F grading for any Spring 2020 course that is in session at the time of LC State’s transition to remote learning (March 16, 2020). Courses completed prior to March 16, 2020 are excluded from grade adjustment.
- The choice of P/D/F grading is up to the student and must be requested of the professor/instructor.
- For the Pass/D/Fail grading option, grades of C- and higher will be assigned a Pass (P).
- Grades of D and F will be transcripted as such.
- Students will not be able to revoke the P/D/F option once exercised.
- Students will have until 5:00 p.m. on May 11, 2020 to request the P/D/F grading option.

**General Considerations (Should I choose P/D/F grading or not?)**

Pass(P)/D/Fail(F) grades may impact students in a number of ways, including but not limited to:

- A “P” grade may not satisfy some major program requirements (see below).
- A "P" grade may not transfer to an out-of-Idaho college or university, graduate school or professional program.
- A “P” grade does not impact your cumulative GPA (it neither increases nor decreases GPA). Students must be enrolled in 12 graded credits to earn honors.
- P/D/F grading may impact your Financial Aid or Satisfactory Academic Progress (SAP) plans. For Financial Aid/ SAP grade point average purposes, a grade of “P” shall be equivalent to a “C”. Students on the borderline in terms of GPA will be evaluated on a case by case basis.
- Scholarship recipients must choose the graded course option to be considered for scholarship renewal.
- Student athletes should meet with their coaches to understand the impact of P/D/F grading on eligibility.
LC State Division/ Program-specific Considerations (How does P/D/F/ grading impact standing in my major or admission to a specific LC State program?)

Before choosing Pass/D/Fail grading, carefully consider the pros and cons of your decision. Reach out to your academic /faculty advisor or the course instructor to learn how P/D/F grading may impact the next steps in your educational journey. Academic advisors are available by phone, email and/or Zoom to help you decide what is best for you.

See below for program specific information (Note: not every program requirement is captured here). Students are strongly advised to discuss grading options with their academic advisor or Division Chair to determine impact on future program application/ admission.

- Students **admitted** to the following programs must opt for graded coursework for progression and accreditation purposes:
  - Business (all programs)
  - Medical Assisting
  - Nursing (all tracks)
  - Pre-med/ pre-professional programs
  - Radiographic Sciences
  - Social Work
  - Teacher Education (except mastery-based certificate)

- Students **taking prerequisites for admission** to a program:
  - Nursing (all tracks): for pre-nursing students, a grade of “P” will be treated as a grade of “C” for program admission purposes.
  - Radiographic Sciences: for pre-Rad Tech students, a grade of “P” will be treated as a grade of “C” for program admission purposes.
  - Social work: pre-Social Work students enrolled in SW 140 Intro to Social Work/ Social Welfare and SW 241 Social Work Generalist Practice should choose traditional grades for these two courses.
  - Teacher Education (elementary, secondary, PACE education): for pre-Teacher Education students, a grade of “P” will be treated as a grade of “C” for program admission purposes.

**Procedure** (How do I choose P/D/F grading?)

- For each course that you wish to request P/D/F grading, email the course instructor through your LCMail account. Clearly state that you choose P/D/F grading and list the course name, prefix, number, and section [e.g., Writing/ Rhetoric I, ENGL 101-01].

**For faculty**

1. P/D/F grading is an option which a student may choose. Changing the grading structure for an entire course/ section to P/D/F grading will not be permitted.
2. Faculty will submit grades following usual protocols and timelines, entering “P” based on student request. Retain student email requests for future reference.