STUDENT GUIDE TO GRADING OPTIONS AND EXCUSED WITHDRAWALS

Specific questions about financial aid should be directed to 530-242-7650 or financialaid@shastacollege.edu.

Specific questions about academic impacts of these options should be directed to Counselors at 530-242-7724.

Specific questions about completing forms, please call 530-242-7650 or admissions@shastacollege.edu.

PASS/NO PASS DECLARATION FORM: DEADLINE WAS MAY 1, 2020

- Submitting this form for a class changes the letter grade you earned for that class into a “Pass” (an A, B, or C) or a “No Pass” (D or F).
- Financial Aid impact for Spring 2020: none
- Guidelines on P/NP for major classes, pre-reqs for health profession programs, and transfer are part of the P/NP Declaration Form
  - If you are unsure of the effect of choosing P/NP for a class, ASK A COUNSELOR
- STUDENT completes and submits the form (located www.shastacollege.edu/admissions - “Forms”)
  - Deadline is May 1, 2020 to submit form to admissions@shastacollege.edu
  - Admissions will accept an unsigned form from a student IF the form is emailed from the student’s email on record in MyShasta (we know signing the form electronically can be problematic)
- Instructor’s role in P/NP:
  - Enter the letter grade earned in grade roster (grade converted to P/NP by Admissions/Records)

EXCUSED WITHDRAWAL DUE TO COVID-19 FORM

- Short form version of usual Excused Withdrawal form
- Financial Aid impact for Spring 2020:
  - None, IF student continues in least one class (due to federal CARES legislation). If the student uses EW for ALL classes before April 17, they may not receive the final Pell Grant disbursement.
  - Exception: Veterans (Veteran’s Specialist is informing Veterans directly)
- Appears on the transcript with a “grade” of “EW”
  - Not calculated into GPA
  - Transcript notation: “COVID 19 Excused Withdrawal”
- Refund of fees will be issued for EW’s
  - Students will be issued refunds for registration fees ($46/unit)
  - We are getting clarification about possible refunds of materials fee (and campus/health fee if student uses EW for all enrolled classes)
- STUDENT completes and submits the COVID-19 EW Form (located www.shastacollege.edu/admissions - “Forms”)
  - Deadline: May 15, 2020 to submit form to admissions@shastacollege.edu for processing
  - Students may submit COVID-19 EW to Admissions up to a year after course ends; any submission after the course ends will require review from Scholastic Standards Committee
  - Admissions will accept an unsigned form from a student IF the form is emailed from the student’s email on record in MyShasta (we know signing the form electronically can be problematic)

INCOMPLETE REQUESTED BY INDIVIDUAL STUDENT
• An Incomplete appears on the transcript as an “I” and is not computed into the student’s GPA, until the missing coursework is completed and final grade is entered (or if the student does not complete missing coursework by the agreed upon deadline, grade may convert to an “F”)
• The student can request an incomplete, but approval is at the instructor’s discretion.
• Student MUST be passing the class in order to request an incomplete
• Financial Aid impact for Spring 2020: none
• STUDENT initiates by asking instructor for an incomplete

Instructor’s role in Incomplete for Individual Student if instructor chooses to use this option
  o Discuss details required for completion with student, including deadline for completion
  o Email all details about completion requirements to the student
  o Complete Incomplete Form (www.shastacollege.edu/admissions - “Forms”)
  o Complete Grade Change Form after student completes the grade

Incompletes for Entire Course Section (Postponed Labs/Hands-on Activities)
• To be used if the instructor plans to hold make-up labs/hands-on activities in summer/fall
• Financial Aid impact for Spring 2020: none
• STUDENT: if you are CERTAIN you will not be able to able to participate in make-up days/times, please complete a COVID-19 EW form instead (see page 1)

Instructor’s role in Incomplete for Entire Course Section
  o Discuss details required for completion with student, including deadline for completion
  o Email all details to the students
  o Complete Incomplete Form (www.shastacollege.edu/admissions - “Forms”)
    ▪ Expanded directions for form sent separately
    ▪ Email completed form to admissions@shastacollege.edu AND sconlinehelp@shastacollege.edu
  o Enter grade of “I” in grade roster
  o Complete Grade Change Form after student completes the grade (request Grade Change Form from admissions@shastacollege.edu)

Cancelled Course Sections
• We will be issuing EW’s for students enrolled in cancelled sections (for spring 2020, EW allows for student refunds and the least negative impact on student financial aid and academic record)
• Course will be printed on the student’s transcript with EW and notation “Course cancelled due to COVID-19”
• Process will be handled by Information Technology and Admissions/Records
• Financial Aid impact for Spring 2020: none (due to federal CARES legislation)
  o Exception: Veterans (Veteran’s Specialist is informing Veterans directly)
• Refund of fees will be issued for EW’s
  o Students will be issued refunds for registration fees ($46/unit)
  o We are getting clarification about possible refunds of materials fee (and campus/health fee if all of a student’s classes are cancelled)
• Students should consult with their Counselor about how course cancellation will affect their graduation, transfer plans, or their registration option for the upcoming term (Counseling Center 530-242-7724 – the phone is being answered and Counselors are available for appointments)