Pass/Low Pass/No Credit

Students in all programs can receive a pass/low pass/no credit (P/LP/NC) grade for any course during Fall 2020, Winter 2021 and Spring 2021. This policy applies to all courses, including those that satisfy Core 21 and major/minor requirements. Veterans, students considering graduate school, and those participating in employment reimbursement programs need to look into whether a P/LC/NC grade will have a negative impact. Students who would like to change one or more courses to the P/LP/NC grading option must fill out the P/LP/NC form available on the Academic Services website and submit it no later than 11:59pm on the day before final exams begin.

For undergraduate courses, a grade of Pass (P) equals C- or above and will count toward graduation. Low Pass (LP) equals D-, D or D+ and will count toward graduation, No Credit (NC) equals F and will not count toward graduation. For graduate courses, a grade of Pass (P) is equivalent to the minimum passing grade for the program. A No Credit (NC) equals all failing grades below the minimum passing grade and will not count toward graduation.

Courses graded P/LP/NC are not computed in the GPA. A change to letter grade may not be petitioned later. Through Spring 2021, students do not have a limit on the number of courses that can be changed to P/LP/NC in any term or semester.

Exams in the Spring

All final exams must be given asynchronously (meaning that students will not take final exams at the same time). This applies to all programs. Faculty can use their final exam time as the deadline for materials due during exam week, or faculty may use any time during exam week as the deadline for these items. The latest deadline an instructor may use for all coursework is midnight PST on the last day of final exams. Faculty are required to have one course-related activity take place during final exam week. This might be an assignment, an exam, a blog post, a project or other assessment.

For all other exams, asynchronous is not required, but faculty must take into consideration students who have difficulty taking exams at a designated time due to being in other time zones, have caregiving responsibilities, have unstable internet access, or those who have disabilities and are receiving accommodations. Alternative options should be offered for students in these circumstances.

Use of Incomplete (IN) grades

A grade of Incomplete (IN) is supposed to be given only when a final piece of work in the class has not been completed. We are extending the policy in Spring 2021 to include more than just the final exam or final assignment. If a student’s ability to participate in class was impacted by the situation related to
COVID-19, a grade of IN can be assigned. An incomplete cannot be completed by requiring the student to repeat the entire course. Faculty will be required to complete an incomplete contract and continue to work with the student while they are finishing the requirements of the class. The incomplete contract can be found on the Registrar page under the “For Faculty and Staff” link here.

**Holidays**

The university is closed for President’s Day (2/15) and Good Friday (4/2). Classes in the semester program do not meet on these days. Classes in the 11-week terms are scheduled to meet on President’s Day. There is no spring break scheduled for Spring of 2021.

**Faculty Handbook Policies**

**Office Hours and Advising Expectations**
The faculty policies handbook states that faculty must have office hours each week equal to at least one-third of the number of semester hours taught (i.e., a minimum of 4 hours per week for full-time faculty). If the county and state allow for face-to-face meetings, then office hours can be either on campus or office hours can be virtual. Faculty can also meet with students outdoors. In all cases of meeting in person, there must be physical distancing and masks must be worn. When the county is in the purple tier, face-to-face meetings indoors is not allowed, so all office hours and/or advising appointments should be held virtually or outdoors.

**Expectations for Faculty on Campus**
The faculty policies handbook states that full-time faculty are normally on campus four days per week. As of early November, 2020, we were at 50% capacity for staffing on campus. When we return to this level, faculty will be expected to be on campus for a minimum of two days per week. This will be reviewed, and may change, based on the allowed capacity on campus. Faculty who have permission to teach fully virtually are not expected to be on campus. Faculty who have an administrative responsibility may be expected to be on campus more hours, which will be determined by their dean.

**Taking Attendance is Required**
While attendance policies (i.e., counting attendance for class points or grades) are up to the individual faculty member for each class, it is essential for faculty members to take attendance for classes meeting in person. This could be needed for contact tracing if a student tests positive for COVID-19. This is also best practice regardless of COVID-19 for an emergency situation where a building is evacuated. Emergency personnel may need to know if all students have evacuated a building and if a faculty member does not know who was present that day, it will be impossible to know if any students are in danger. Attendance records for the Spring should be kept until the end of May.

**Classroom Practices**

**Weather Policies for Outdoor Classes**
Outdoor classrooms are equipped with heaters, but if there is rain or heavy wind, faculty who are teaching in outdoor classrooms can opt to switch a class meeting to virtual. Faculty are responsible for
monitoring the weather themselves and providing notice if switching an in-person course to virtual, to their students and their department chair or program director at least 24 hours in advance.

**Split Classes Using 360-Degree Cameras**
At Cal Lutheran, “split classes” are where the instructor simultaneously meets with some students face-to-face while other students use Zoom to virtually attend the class. Classrooms have been equipped with 360-degree cameras to enable this to happen. Some students may choose to attend the class through Zoom only. In classes where the number of students who want to take the class face-to-face exceeds the maximum number allowed for physical distancing, students will rotate which days they meet face-to-face, and which days they meet virtually by Zoom. For example, a M/W/F class would have 1/3 of the students attend on each day while the other students zoom into the class. Students will be assigned in Blackboard to the specific days that they attend face-to-face versus virtually. After the start of classes, faculty will be able to switch the designations in Blackboard for the specific days that students are assigned to attend.

**Minimum Attendance for In-Person Modality**
Classes designated to meet face-to-face need to continue to meet in person regardless of the number of students present. In other words, there is no minimum attendance level that needs to be met for in-person teaching. Some students may change their mind and switch from virtual to in-person over the course of the semester, so the attendance may change over time. There might come a point, for example half way through the semester, when students aren’t coming in person and it makes sense to teach the class fully virtual. This will need approval from the program director/department chair and dean.

**Use of Study Rooms for Students**
Commuter students attending split classes may need to come to campus for one class meeting in person, while they have another class on the same day where they are assigned to Zoom into class. Private study rooms are available in the library for students to reserve so they can access their class by Zoom while on campus. If additional study spaces are needed, we will look into transforming conference rooms and other spaces on campus into private study rooms for student use. Space is also available at the Oxnard campus for student study space.

**Teaching Students in Other Time Zones**
Faculty must work individually with students who are in another time zone to find ways for the student to take the class asynchronously.

**COVID-19 Protocol/Reporting and Sick Time**

**Reporting COVID-19 Symptoms, Testing, and Test Results**
Faculty, staff, and students are required to report if they interact with someone who is sick, and/or have symptoms, or have COVID-19 positive test results, whether or not they are on living or working on campus.

- Students should send an email to Covid19reporting@callutheran.edu or call Health Services at 805 493-3225;
• Faculty, staff, and student workers should notify their supervisor, (faculty will notify their department chair/program director and dean) and email Cal Lutheran’s Health Services at Covid19reporting@callutheran.edu;

Faculty Isolation/Quarantine
Faculty who have been exposed to COVID-19 or display symptoms of COVID-19 should immediately self-quarantine and contact Covid19reporting@callutheran.edu. If a faculty member teaching on campus is required to be in isolation or quarantine, they can switch their classes to meet virtually during the time of isolation or quarantine. If a faculty member is sick and not able to hold classes, they should make arrangements for another faculty member to step in for impacted classes, or arrange alternate assignments. Alternatively, the faculty can coordinate with their students to offer future class meetings to make up for the lost time.

Faculty should communicate to students about any changes to classes due to isolation or quarantine. Department Chairs or Program Directors should be notified if the class modality changes or if classes are cancelled.

Buddy System
Faculty can opt in to a “buddy system,” where a faculty member can be a teaching backup in case of emergency and have access to the Blackboard shell. For example, faculty A agrees to be a backup for faculty B. Faculty A would have Blackboard access to faculty B’s course(s). Faculty B would send a message to students saying, “Faculty A has been given access to the course’s Blackboard site in case of emergency. Note faculty B continues as your faculty member.” Should an emergency arise that prohibits faculty B from teaching - faculty A would step in, communicate with students, and perhaps temporarily teach the course.

To opt into the buddy system, please send an email message to your department chair/program director indicating your desire to do so and provide the name of your buddy and the name of the course(s) your buddy will cover. (Bachelor’s Degree for Professionals faculty please send an email message to Dean Buono at lbuono@callutheran.edu). Copy Maria Kohnke (kohnke@callutheran.edu) and she will ensure your buddy has Blackboard access to your course(s).

Sick Leave
If an adjunct faculty member needs to take sick leave, they note the time on their timesheet. Full-time faculty who do not complete a timesheet should complete the following form and submit it to payroll to note time out for illness: https://www.callutheran.edu/offices/humanresources/resources/MonthlySickTimeCalendarfill2017.pdf

Faculty do not need to make up non-teaching time they take as sick leave. Faculty buddies and/or program directors/department chairs will assist to keep classes on track.

Free COVID-19 Testing
Information on COVID-19 testing in Ventura County can be found at: http://www.vchca.org/health-information/covid19