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 and Winter 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/LP/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 a newly created P/LP/NC form available on the Academic Services website and submit it by midnight the night 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 Winter 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.

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. As in the Spring and Summer of 2020, we are extending the policy in Fall 2020 and Winter 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.

Attendance Policies

Students cannot come to class if they are sick, so attendance policies need to be extremely flexible.

Exams in the Fall:

All final exams for virtual classes must be given asynchronously (meaning that students will not take final exams at the same time) following the Final Exam Policy (click here) developed for spring and summer
2020. 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.

**All Meetings and Student Advising Sessions are Virtual**

All meetings on campus will be held virtually in the fall, including student advising meetings.

**Academic Standing Decisions**

In the Spring and Summer of 2020, academic standing calculations were suspended. This meant that no student was academically suspended from the University, and no students were placed on academic probation as a result of their performance in the Spring 2020 semester/term.

For the Fall of 2020, the academic standing decisions will return back to the regular policies.

**Shortened Traditional Undergraduate (TUG) Fall Semester:**

The fall traditional undergraduate semester is shortened to 13 weeks. This means reducing the Carnegie hours (as opposed to condensing 15 weeks of material into a shorter timeframe). Courses should continue to meet the student learning outcomes, but will need to do so in a shorter timeframe. This new schedule includes the following for the traditional undergraduate program:

- Classes begin on Monday, August 31, instead of Wednesday, September 2 (All other programs begin on their regularly scheduled date)
- TUG classes will meet on Labor Day, which is Monday, September 7 (All other programs maintain their regular schedule and do not hold classes on that day)
- There will be no TUG Fall Holiday, previously scheduled for Friday, October 9
- The entire week of Thanksgiving is off for TUG classes (all other programs will maintain the regular schedule of only Thursday and Friday off for the Thanksgiving holiday)
- TUG final exam week will be the week after Thanksgiving (Nov 30 – Dec 4) with all TUG classes that week offered virtually.
Faculty “Buddy System” with Access to Blackboard

We are encouraging faculty to 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 inform all of the students that faculty A has been given access to the course’s Blackboard site in case of emergency. Should an emergency arise that prohibits faculty B from teaching, faculty A would step in and communicate with students. Faculty A would contact the department chair or program director if there are longer term teaching needs.

To opt into the buddy system, please complete the Blackboard Access Request form at this link: https://www.callutheran.edu/students/registrar/faculty-staff/. Under “Role being Requested” select "Instructor" and enter “Faculty Buddy” for the explanation. The form will go to your dean for approval and then to Maria Kohnke who will ensure your buddy has Blackboard access to your course(s).

Note: If you are teaching at PLTS and would like to share access with a buddy to your class in Moodle, please contact Dean Vargas with this information.