



ASI Board of Directors Committee

2019/2020

Jaelyn Freeman
 Chair and Chief of Staff

Kenny Tran
 President & CEO

Mariana Rosales
 Executive Vice President *This meeting is being facilitated through an online zoom format, consistent with the Governor's Executive Order N25-20, suspending certain open meeting law restrictions.*

Michelle Tran
 VP of Student & University Affairs

Tim Pelayo
 CoBA Representative

Emily Borgeson
 CoBA Representative

Inique Wilson
 CHABSS Representative

Rylee Spencer
 CHABSS Representative

Shovan Vatandoust
 CHABSS Representative

Devon Kimbrough
 CHABSS Representative

Arianna Camino
 CSM Representative

Nick Lavelly
 CSM Representative

Keith Lin
 CEHHS Representative

Genessis Quezada
 CEHHS Representative

Eliese Holt
 Sustainability Representative

Gabby Garcia
 Diversity & Inclusion Representative

VACANT
 Diversity & Inclusion Representative

VACANT
 Veterans Representative

Advisors

Annie Macias
 Executive Director

Ashley Fennell
 Assoc. Director, Government Affairs & Initiatives

Standing Invitees

Michelle Romans
 Alumni Association Representative

Carmen Nava
 Academic Senate Representative

Gail Cole-Avent
 President's Designee

Clint Roberts
 University CFO Designee

Cynthia Fenimore
 CSUSM Communication

ASI Board of Directors Committee Agenda 20-14

Friday, April 10th, 2020 at 2:30pm

Meeting URL: <https://csusm.zoom.us/j/875380462>

Posted: Tuesday, April 7th, 2020 at 12:00pm

ITEM	SUBJECT	PRESENTER
01	Call to Order Meeting called to order at 2:35 PM	Jaelyn Freeman Chair & Chief of Staff
02	Roll Call Present: Kenny, Tim, Devon, Eliese, Gabby, Genessis, Shovan, Rylee, Nick Michelle, Keith, Mariana Absent: Emily, Inique, Arianna Advisors: Annie Macias, Ashley Fennell Standing invitees: Michelle Romans, Carmen Nava, Gail Cole-Avant, Clint Roberts, Cynthia Fenimore	Jaelyn Freeman Chair & Chief of Staff
03	Recognition of Guests Guest list will printed from registration list	Jaelyn Freeman Chair & Chief of Staff
04 Action	Approval of Agenda by consent vote, Chair will approve the agenda	Jaelyn Freeman Chair & Chief of Staff
05 Action	Approval of Minutes Change Charlotte name to correct spelling Rylee moves to approve the minutes from meeting March 6th second by Keith Passes by consent vote None Opposed change "pass note pass" to "pass no pass" Devon moves to approve the minutes from the special meeting Keith seconds passed by Jaelyn by consent vote None Opposed	Jaelyn Freeman Chair & Chief of Staff
06 Information	Open Forum* Zammer Karim mentioned a great conversation with Jaelyn, Kenny, and Michelle. Talks about how Bernie is no longer running in the election and discusses on-campus student minimum wages and believes that they should get the same wages as pro-staff. Sophia Aguilar: Discuss summer classes being online this summer and asks the board the question of whether tuition will be decreased since being limited to campus resources.	Jaelyn Freeman Chair & Chief of Staff
07 Action	Approval of edits to COVID-19 Response Policy Description: Committee will review COVID-19 Response Policy to be consistent with current practices. Fiscal Impact: None See attached for document reviewed Ashley explains the form and the policy and procedure that ASI will be following now with the pandemic happening. She also explains how ASI will be transferring to the online process.	Ashley Fennell Assoc. Director of Government Affairs & Initiatives Annie Macias Executive Director

	At the will of the chair approves by consent vote None Opposed	
08 Action	<p>Approval of ASI Cougar Pantry COVID-19 Guidelines Description: Committee will review COVID-19 Response Policy to be consistent with current practices. Fiscal Impact: Non See attached for document reviewed Ashely discusses how the form explains the guidelines to how distribution will be running now to maintain safety standards. She also mentions that when Cougar Pantry returns that they will relocate to the UVA parking lot as well as change to a drive-through option for student safety. Students who live in housing or do not have cars for the drive-through and need food, Cougar Pantry will maintain the six feet apart guidelines for walk-up options. She also mentions that all staff helping out will be wearing masks for safety protocols. She also mentions sanitary rules and wiping down all tables and accessories that help with the distribution.</p> <p>By the will of the chair, this item is approval by consent vote None Opposed</p>	<p>Ashley Fennell Assoc. Director of Government Affairs & Initiatives</p> <p>Annie Macias Executive Director</p>
09 Discussion	<p>ASI Recommendations to CSUSM Grading Policy Description: The committee will review the official ASI Recommendations to Academic Senate regarding the CSUSM grading policy changes during COVID-19. Fiscal Impact: None See attached for documents reviewed Michelle mentions that from the last meeting that the policy has been approved by a anatomize vote, but there are several changes. The changes that happen are that by May 10th any lower GE students can receive a credit no credit grading policy.</p> <p>Jaelyn talks about the proposal for the Spring 2020 semester and the process. Gabby asks if the board if they can show this document to other students. Michelle answers that this form is on the website and if they can read the language, they are more than welcome to read the document. Rylee asks who else on campus students can go to talk to about the document. Michelle answers with the deans of each college, academic advisors, faculty, or other advisors. Mariana asks for clarification if Michelle is telling the board not to go to academic advisors. Michelle answers that they can proceed with giving advice to the students to go to Academic advisors for certain situations and questions. But asks the board to try and answer questions.</p>	<p>Michelle Tran VP of Student & University Affairs</p>
10 Information	<p>Reports Kenny: is working on the transition meeting with this upcoming ASI president this past and current week. On April 18th, Kenny will be meeting with the president of Paloma virtual. execs Q&A's will be happening every Tuesday on the ASI Instagram story. Marianna: Execs has been working on the same thing. ASI budget will be reviewed in next week's IO meeting. Marianna sent a couple of reminders asking if anyone wanted to look at the budget. next week IO's meeting will be the last one for the semester. Michelle: her work has been mostly done with the resolution. She has also been working with Andrew and helping him transition for next year's BOD members. Tim: reports that environmental, health, occupational and public service committee met yesterday to discuss the BOT Health and</p>	<p>Jaelyn Freeman Chair & Chief of Staff</p>

	<p>Safety audit Final Report. Details can be provided after the meeting if anyone is interested. Academic policy committee resolution titled temporary modified of academic policies due to COVID-19 pandemic was voted on and unanimously approved by academic Senate on April 8th.</p> <p>Rylee: CHABBS is working with the new representatives for next week. She also mentions she has been reviewing the new bylaws.</p> <p>Shavon: no report</p> <p>Devon: added on to Rylee that CHABSS has agreed to move the rest of their funds to SEF</p> <p>Nick: mentions that he is still deciding what to do with his funds. He and Ari and discussed to help the new board transition to next year.</p> <p>Keith: talked to the nursing students and see what they felt with the chancellor's report.</p> <p>Genesis: Elections are complete and the application</p> <p>Eliese: announces that this month is Earth Month. She talks about how ASI will be giving tips on ASI's Instagram story on how to be sustainable at home. She also mentions the events that will be taking place on Earth Week. SPF applications are still out and there is a discussion to expanding the due date.</p> <p>Annie: The last two weeks she has been working on with the Cougar Pantry. she also talked about the ASI budget and working with Marianna. She has been trying to think of ideas on how to support student employees and volunteers.</p> <p>Ashley: working with campus partners and Cougar Pantry. She is looking for a new space for Cougar Pantry. She has been busy with ALF and SEF applications. Working with the open board and applications will be up next Monday. She is also working with the new bylaws and clean the document up.</p> <p>Carmen Nova: no report</p> <p>Gail Cole-Avent: She hears students' concerns and trying to allocate resources for them. Asks the board to help guide students to different resources to help them feel less isolated. Counseling centers and faculty are open for zoom meetings for any students that need to talk or any questions and concerns they might have:</p> <p>Cynthia: no report</p> <p>Jaelyn: talks about the spread of the COVID-19 student survey. execs have gone through many of student emails and answers any questions for students. The bylaws are changing and will be sending out certain bylaws to representatives and ask them to send the edits back so she and Ashley can work on the edits. Personal committees have been working on reports for the Pro-Staff. She is helping train Dylan into the new transition for next year's board. Jaelyn is also working on her budget as well.</p>	
<p>11 Information</p>	<p>Announcements None</p>	<p>Jaelyn Freeman Chair & Chief of Staff</p>
<p>12 Action</p>	<p>Adjournment At will of the chair ends at the meeting at 3:52 PM</p>	<p>Jaelyn Freeman Chair & Chief of Staff</p>

* Public comment will be limited to a maximum of 5 minutes per guest. Chair will determine allocated amount per meeting.

I, Dylan Crivello 20/21 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by Board of Directors of Associated Students, Inc., at a regularly scheduled meeting held on April 24, 2020


Dylan Crivello

09/14/20
Date



ASSOCIATED STUDENTS, INC.
STANDARD OPERATIONS POLICY & PROCEDURE MANUAL

POLICY: COVID-19 Response

EFFECTIVE DATE: MARCH 24, 2020

APPROVAL DATE: ~~MARCH 24, 2020~~

PURPOSE

In light of the impact of COVID-19 pandemic, there have been many changes made on our campus and in our communities. Effective, Friday March 20, California State University San Marcos (CSUSM) classes were moved completely to virtual instruction and the campus itself has closed buildings and moved to virtual modes for other resources such as library, academic advising, and so on.

POLICY AND PROCEDURES

In light of these changes, and to follow our mission statement to serve, empower, and engage CSUSM students, ASI will:

1. Temporarily hold on changes approved by the ASI Board of Directors on February 21, 2020 to the [ASI Student Emergency Fund](#) policy and procedure, which included the requirement of meeting with Cougar Care Network and the submission of additional documentation prior to application review. We will also adjust our disbursement process for awarded funds. The updated [ASI Student Emergency Fund](#) website will reflect these changes. Online [and additional](#) resources will also be included in approval notifications to applicants.
2. Host committee meetings via telecommuting. All committee meeting information will be included on the posted agenda. We will continue to follow Gloria Romero and Robert's Rules of Order.
3. Examine reallocation of funds in order to support students through this transition time. Any travel budgets will now be accessible for programming or student activities to support student success through this COVID-19 transition time. Executive Committee will continue to meet to reexamine amounts allocated.
4. Create a cell phone and data policy for ASI ~~professional~~ staff and some student staff positions who are required to work telecommute during this COVID-19 time.
5. Examine ways to support [and serve](#) students virtually through online [programming](#), webinars, trainings, resources, etc. [This including the ability to distribute swag items directly to students.](#)

6. Create ways for students at large to engage with their elected representatives including telecommuting office hours and hosting online resources.
7. Continue reimbursement of ASI Leadership Funding (ALF) to those students who are unable to secure refunds from original place of purchases. All other applications and approvals were void. The updated ASI Leadership Funding website will reflect these changes.
8. Establish process for online gift card giveaway. ASI gift card and prize form will be converted to Adobe sign and online process will be created to document distribution and purchase.
9. Amend internal ASI forms and processes to accommodate online or virtual programming. This includes but is not limited to social media post requests, risk management, contracts, and swag.
10. Convert approval signatures and documentation to virtual or online format.
11. Set expectations for student employees telecommuting. Agreement created with Human Resources and student and staff supervisors.
12. Create a policy for ASI Cougar Pantry policy during COVID-19 pandemic.
13. Process student organization reimbursements through online format. Reimbursement checks will be mail directly to recipient. Per CSUSM guidelines, e-signatures or email signatures can be accepted.

We understand these measures made by CSUSM caused significant disruption and inconvenience, but it was imperative to ensure the health and safety of our campus community. We will continue to serve and advocate for the student of CSUSM to the best of our abilities. Like CSUSM, we are firmly committed to the continuing support of CSUSM students in the efforts to continue their educational journey and success.

We encourage student participation and input regarding student support and success through this COVID-19 transition time.



ASI Cougar Pantry – Mobile Distributions
Safety Guidelines During COVID-19 Pandemic

In light of the impact of COVID-19 pandemic, there have been many changes made on our campus and in our communities. Effective, Friday March 20, California State University San Marcos (CSUSM) classes were moved to virtual instruction and the campus closed buildings including the ASI Cougar Pantry space in the University Student Union.

In light of these changes, the ASI Cougar Pantry, in consultation with CSUSM Risk Management, CSUSM Housing, the San Diego Food Bank, Feeding San Diego, and current guidelines provided by the Centers for Disease Control and Prevention (CDC) and the San Diego County Public Health Department, made the decision to move operations to a mobile distribution at Parking Lot O/Housing Building A. The mobile distributions are taking place on ~~Mondays and~~ Wednesdays from 10am to 1pm.

In consultation with the aforementioned organizations, the following safety measures were established to ensure the safety and well-being of our CSUSM community:

- The ASI Cougar Pantry is functioning with a skeleton crew of no more than 4 staff/volunteers to minimize interactions and eliminate possibilities of group spread.
- The ASI Cougar Pantry staff is checking their body temperatures prior to each shift. No member of the staff is permitted to work if they feel ill or have a family member who has been tested or tested positive for COVID-19.
- Mobile distributions are operating with physical distancing in mind. ~~For the , which includes students maintaining 6 feet of distance from each other with a mobile drive-through option. Pre-bagged food is placed directly in the trunk of the student recipient.~~
- ASI employees and volunteers are wearing gloves and masks at all times in adherence with the CDC and San Diego County Public Health guidelines.
- For students that do not have a vehicle, sSpacing will be created between shoppers with tables set at least 6 feet apart and markers on ground at check in that e indicate proper distancing.
- Students walking up to the distribution will be asked to wear mask as well.
- Only CSUSM students are allowed to shop for food. If a minor is present with the student, only the minor(s) are permitted to enter the line with the student a parent or guardian.
- ~~Students will be limited to two shoppers in the space at one time. Students permitted to enter space once spacing allowed. Students informed to touch only what they are taking.~~
- After each mobile distribution, clean up includes wiping down the tables, doorknobs, or any other possible “high touch” surfaces with disinfectant wipes.

We understand these measures made by CSUSM caused significant disruption and inconvenience, but it was imperative to ensure the health and safety of our campus community. We will continue to serve basic needs resources for the students of CSUSM to the best of our abilities. Like CSUSM, we are firmly committed to the continuing support of CSUSM students in the efforts to continue their educational journey and success.

Resources:

San Diego Food Bank: www.sandiegofoodbank.org

Feeding San Diego: <https://feedingsandiego.org/>

Center for Disease Control and Prevention: <https://www.cdc.gov/>

San Diego County Human and Health Department: <https://www.sandiegocounty.gov/hhsa/programs/phs/>

1 **ACADEMIC POLICY COMMITTEE - APRIL 8, 2020 – PROPOSED RESOLUTION**

2
3 **RATIONALE:** *The COVID-19 pandemic and the transition to remote instruction at CSUSM have presented*
4 *students, faculty, student services administrators, and staff with unprecedented challenges and*
5 *questions regarding the mentoring of our students, the delivery of course content, the assignment of*
6 *course grades, and the fulfillment of graduation requirements. The resolution presents a temporary*
7 *humane approach to modifying key university policies that takes into account the sudden and broad*
8 *disruptions caused by the pandemic.*

9
10 *The CSU Office of the Chancellor responded to the COVID-19 disruptions by offering system-wide*
11 *guidance on the revision of grading policies (“California State University Grading Policy Considerations,*
12 *Response to COVID-19 Disruptions, March 25, 2020”) and grading and admission standards for incoming*
13 *transfer students from community colleges (“COVID-19 Interim Impacts on CSU Undergraduate*
14 *Admissions Policies and Practices,” March 31, 2020). In particular, community college students have*
15 *already been informed that they may apply courses taken in winter, spring, and summer 2020 for which*
16 *a grade of CR was earned to any and all General Education and major prerequisite requirements. To*
17 *maintain an equitable application of grading standards, currently enrolled students at CSUSM will also*
18 *be allowed to apply lower-division courses taken this semester at CSUSM for which a grade of CR is*
19 *earned to these requirements.*

20
21 *In order to provide campus-specific guidance on CSU and CSUSM grading policies, the Academic Policy*
22 *Committee (APC) of the CSUSM Academic Senate consulted with students, faculty, staff, administrators,*
23 *and Academic Senate committee chairs and prepared this Resolution to temporarily modify the following*
24 *university policies:*

- 25
26 *APC 160-99 “Grading Symbols”*
27 *GEC 743-90 “Credit/No Credit Grade Option for General Education Courses”*
28 *APC 336-08 “Withdrawal”*
29 *APC 309-06 “Course Repeat and GPA Adjustment”*
30 *APC 236-02 “Undergraduate Probation, Disqualification, and Reinstatement Policies”*
31 *APC 237-02 “Graduate Probation, Disqualification, and Reinstatement Policies”*
32 *APC 381-11 “Independent Study, Research, and Internship Courses”*
33 *APC 245-02 “Service Learning”*
34 *SAC 714-15 “Student Internships”*

35 *In drafting this Resolution, APC has sought every means possible of promoting our students' academic*
36 *achievement and their progress to graduation. We hope that these policy changes alleviate some of*
37 *their uncertainties and expand their academic options in the current crisis.*

38 -----
39 **PROPOSED RESOLUTION: ACADEMIC SENATE - CALIFORNIA STATE UNIVERSITY SAN MARCOS**

40
41 **Temporary Modification of Academic Policies due to the COVID-19 Pandemic**

42
43 **RESOLVED,** that the following changes shall be implemented regarding graded classes at
44 California State University San Marcos (CSUSM) for the Spring 2020 semester:
45

46 1. Through May 1, 2020, undergraduate and graduate students can change the grading basis
47 of any graded lower-division course to Credit/No Credit (CR/NC) grading. A student who
48 chooses to elect CR/NC through May 1, 2020 cannot normally revert to a letter grade at a
49 later date;

50
51 2. After grades have been posted in late May 2020 (the Office of the Registrar will announce
52 the posting date on its website), undergraduate students can petition to the Registrar to
53 request a graded upper-division course be changed to CR/NC grading. For undergraduate
54 students graduating after December 31, 2020, the deadline to file this petition is December
55 31, 2020. For undergraduate students graduating before December 31, 2020, the deadlines
56 will be posted by the Office of the Registrar;

57
58 3. After grades have been posted in late May 2020 (the Office of the Registrar will
59 announce the posting date on its website), the Registrar will adjust the effective grading
60 basis from a letter grade to A-C/NC for undergraduate students who it is believed would
61 benefit from a change to a grade of NC while allowing students whose grade was converted
62 to an NC the opportunity until December 31, 2020 to petition for restoration of the original
63 grade;

64
65 4. After the Office of the Registrar has posted grades in late May 2020, undergraduate and
66 graduate students can petition to the Registrar for a grade change from the time their grade
67 is posted through December 31, 2020 to convert a posted letter grade to CR/NC; and be it
68 further

69
70 **RESOLVED**, that courses taken under the CR/NC option in Spring 2020 will not be counted
71 toward either the current 9-unit limit or (upon administration acceptance of the APC 160-99
72 revision passed by the Academic Senate on November 20, 2019) the 15-unit limit on courses
73 taken under the CR/NC option and applied toward an undergraduate degree; and be it further

74
75 **RESOLVED**, that the Academic Senate endorse the suspension of GEC 743-90 for the Spring
76 2020 semester, which prohibits the assignment of CR/NC grades in GE courses; and be it further

77 **RESOLVED**, that departments and programs accept CR grades for all lower division major and
78 minor prerequisite courses taken during the Spring 2020 semester; and be it further

79
80 **RESOLVED**, that departments and programs be asked to consider whether CR grades in upper-
81 division and graduate courses taken during the Spring 2020 semester will be allowed to meet
82 requirements for majors, minors and graduate programs and that, by Friday, May 8, 2020
83 departments and programs provide a list of such courses for each major, minor, and graduate
84 program to Academic Programs, which will compile and post these lists on its website by
85 Monday, May 18, 2020; and be it further.

86

87 **RESOLVED**, that a blanket exception be granted to all students enrolled in the Spring 2020
88 semester to exceed the 18-unit limit on withdrawals (for withdrawals taken after census
89 [February 17, 2020]) ; and be it further
90

91 **RESOLVED**, that all faculty, University College Deans (or their designees), the Dean of
92 Undergraduate Studies (or designee), the Dean of Graduate Studies (or designee), and
93 Department Chairs are urged to adopt the broadest possible interpretation of the “serious and
94 compelling reasons” described by APC 336-08 in the issuance of regular withdrawals
95 (withdrawals after the Add/Drop deadline); and be it further
96

97 **RESOLVED**, that Section I. B. of APC 336-08, instructing that Retroactive Withdrawals
98 (withdrawals after the twelfth week of the semester) be “seldom granted,” be suspended; and
99 be it further
100

101 **RESOLVED**, that all faculty, University College Deans (or their designees), the Dean of
102 Undergraduate Studies (or designee), the Dean of Graduate Studies (or designee), and
103 Department Chairs are urged to be as flexible and accommodating as possible in considering
104 requests for Retroactive Withdrawals, adopting the broadest possible interpretation of the
105 criteria for granting such; and be it further
106

107 **RESOLVED**, that all faculty, University College Deans (or their designees), the Dean of
108 Undergraduate Studies (or designee), the Dean of Graduate Studies (or designee), and
109 Department Chairs are urged to meet with students seeking withdrawals in a remote, yet
110 synchronous, format (i.e. – Zoom, MS Teams, Skype, or cell phone, among others); and that in
111 conducting these conversations, faculty and administrators will serve an advisory role by
112 confidentially reviewing students’ reasons for pursuing a withdrawal(s), and urging students to
113 meet with the Dean of Undergraduate Studies (or designee), Dean of Graduate Studies (or
114 designee), Veterans Services, International Student Services, the Financial Aid Office, Office of
115 the Registrar, and other relevant administrative resources at CSUSM to ensure that any
116 withdrawals do not jeopardize their academic and financial aid status; and that the Cougar Care
117 Network should be contacted if students indicate that personal, academic, financial, or other
118 challenges are adversely affecting their academic progress; and be it further
119

119 **RESOLVED**, that faculty are urged to submit WU grades only for those students who stopped
120 attending prior to census, and that the last date of attendance be updated for any WU grades
121 submitted in order to prevent financial harm to students who did attend classes; and be it
122 further,
123

124 **RESOLVED**, that students of any academic standing at the end of the Spring 2020 semester
125 (except in cases where there has been a finding of a violation of the Student Code of Conduct)
126 may petition to exceed the 16-unit limit for Course Repeats for Grade Forgiveness, to exceed
127 the 12-unit limit on Course Repeats for Grade Averaging, and to bypass the prohibition against

128 the repetition of lower-division courses for a third repeat and/or beyond the 12-units repeated
129 for Grade Averaging; and be it further

130 **RESOLVED**, that Sections VIII and X of APC 236-02 shall be suspended for the Spring 2020
131 Semester and that students who are currently on academic probation this Spring 2020
132 semester be allowed to continue on probation for an additional semester; and be it further,

133 **RESOLVED**, that Section IIC of APC 236-07 shall be suspended for the Spring 2020 semester; and
134 that graduate program coordinators and the Dean of Graduate Studies exercise flexibility and
135 accommodation in evaluating graduate students on probation during the Spring 2020 semester
136 or in danger of disqualification due to poor academic performance during the Spring 2020
137 semester; and be it further,

138 **RESOLVED**, that the individual contracts and Learning Agreements in place for the Spring 2020
139 semester be modified at the discretion of the signatories; and be it further

140 **RESOLVED**, that instructors document changes to and restrictions of individual contracts and
141 Learning Agreements to students and community partners in writing via e-mail; and be it
142 further

143 **RESOLVED**, that students fulfill the terms of their modified individual contracts and Learning
144 Agreements for Independent Study, Internships, and Service Learning courses, to the greatest
145 extent possible, via remote delivery formats; and be it further

146 **RESOLVED**, that instructors give strong consideration for students scheduled to graduate in
147 May 2020 to receive a grade or credit, rather than an *Incomplete* or *I*, for any and all courses,
148 including Independent Study, Internships, and Service Learning courses, for which an “I” grade
149 would prevent their graduation in Spring 2020; and be it further

150 **RESOLVED**, that the Academic Senate request that the Office of the Registrar create a transcript
151 note indicating that grades reported for the Spring 2020 may reflect the impact of the COVID-
152 19 pandemic and the abrupt, mid-semester transition to remote learning on the student
153 learning experience and academic performance; and be it further

154
155 **RESOLVED**, that faculty, students, staff, and administrators recognize that these changes to
156 campus grading policies will substantially increase the workload of student services offices and
157 may create delays in the provision of student services; and be it further

158
159 **RESOLVED**, that changes to campus grading policies resulting from the COVID-19 crisis be
160 communicated to the entire campus community via e-mail and published on the webpages of
161 the Office of the Registrar, Dean of Undergraduate Studies, Dean of Graduate Studies,
162 Associated Students, Inc., and the CSUSM Coronavirus (COVID-19) webpage.

163

APC COVID-19 Resolution Supplemental Documentⁱ

Credit/No Credit			
Proposal for Spring 2020	Process	Policies & Materials	Considerations & Notes
<p>A. CR/NC grading option is expanded for Spring 2020</p> <p>B. Students may request CR/NC through December 31, 2020*</p> <p>C. In cases where posted grades are D+, D, D-, or F (with exceptions), Registrar <i>automatically</i> changes effective grading basis to CR/NC (C- grades are not automatically changed)</p> <p>D. CR grades may apply to GE requirements, as well as to lower division major requirements and/or upper division major requirements, per department approval</p> <p>E. CR/NC grades in Spring 2020 are excluded from 15-unit limit</p> <p><i>* Graduating students must petition prior to deadline to be posted on Office of Registrar website</i></p>	<p>Beginning April 20: (1) Students may petition for CR/NC grading basis*</p> <p>May 11-26: (2) Faculty assign grades according to grading basis in rosters</p> <p>After grades are posted: (3) Registrar changes F grades and only D-, D, D+ grades applied to major/minor requirements or Golden 4 GE requirements to NC (4) Students may continue to petition for CR grade if A through C is assigned; may petition for NC grade if C- through F is assigned (5) Students may petition for original letter grade if an NC grade was assigned automatically</p> <p><i>*Petitions for CR/NC in approved courses may be submitted through MyCSUSM and updated immediately through May 10, when grade processing begins; all other courses will be submitted through a form to Office of the Registrar and reviewed/processed according to departmental decisions</i></p>	<p>Grading Symbols, II.3</p> <p>CR/NC Grade Option for GE Courses</p> <p>CSU Grading Policy Considerations March 25, 2020 (appended)</p>	<ul style="list-style-type: none"> • C- grades are <u>not</u> changed automatically to NC, though students may request it • The grading basis is not changed automatically for students receiving VA benefits; NC grades may result in a loss of funding • Petitions for a grade of CR in an upper division major course must be approved by department • According to CSU CO, all campuses will accept CR grades for GE and major pre-requisite courses completed in transfer • Grades due by May 21st, grade rosters available through May 26 • By May 8, departments and programs send list of upper-division and graduate courses that will allow CR grades for each major, minor, and graduate program to Academic Programs, which posts these lists on its website by May 18, 2020

Withdrawals			
Proposal for Spring 2020	Process	Policies & Materials	Considerations & Notes
<p>A. Exclude W grades assigned in Spring 2020 from 18-unit limit</p> <p>B. Adopt broadest possible interpretation of “serious and compelling” reasons for mid-semester withdrawals</p> <p>C. Adopt broadest possible interpretation of criteria for granting late or retroactive withdrawals</p> <p>D. Encourage students to meet with support services prior to submitting withdrawal petition</p>	<p>(1) Students may submit withdrawal petitions in usual format (see Academic Withdrawal Form) to Office of Registrar</p> <p>(2) College Deans (or designees), Dean of Undergraduate Studies, and Dean of Graduate Studies review petitions with modified interpretation of criteria and provide outcome to Registrar via email</p> <p>(3) Registrar excludes W grades assigned after census from 18-unit limit</p>	<p>Withdrawal, I.A.1, I.B.1</p> <p>Academic Withdrawal Form</p>	<ul style="list-style-type: none"> Office of Registrar accepts email approval of Withdrawals from Deans (or designees) during this time
WU Grades			
Proposal for Spring 2020	Process	Policies & Materials	Considerations & Notes
<p>A. WU grades only submitted for students who stopped attending prior to Feb. 17</p> <p>B. Faculty update the last date of attendance for all WU grades assigned</p>	<p>(1) Faculty submit grades as usual</p> <p>(2) For any student who stopped attending prior to Feb 17, faculty assign a WU grade (i.e., a letter grade or CR/NC should be assigned to all students who attended Feb. 17 and after)</p>	<p>Grading Symbols II.3</p>	<ul style="list-style-type: none"> A WU grade with the last date of attendance un-edited will require follow-up from Financial Aid; if last date of attendance cannot be determined, all Title IV funding may be returned

Undergraduate Course Repeat & Grade Forgiveness			
Proposal for Spring 2020	Process	Policies & Materials	Considerations & Notes
<p>A. Allow students of any academic standing to petition to exceed the 16-unit limit on grade forgiveness</p> <p>B. Allow students of any academic standing to petition to exceed the 12-unit limit on grade averaging</p> <p>C. Allow students of any academic standing to petition to repeat LD course for a third repeat</p>	<p>(1) Colleges accept petitions to exceed repeat limits from any student, regardless of academic standing in Spring 2020</p>	<p>Course Repeat & GPA Adjustment, II. D</p>	<ul style="list-style-type: none"> Excludes cases where there has been a finding of a violation of the Student Code of Conduct
Academic Probation, Disqualification and Reinstatement			
Proposal for Spring 2020	Process	Policies & Materials	Considerations & Notes
<p>A. Undergraduate students who are academically disqualified may continue on probation for an additional semester</p> <p>B. No petition is required for academically disqualified undergraduate students to return in Fall on probation</p> <p>C. Graduate students' academic standing will be evaluated with flexibility and accommodation</p>	<p>(1) Academic standing will be assigned per existing policy requirements</p> <p>(2) Registrar will automatically reinstate students assigned a standing of Academically Disqualified (i.e., reinstated on probation)</p> <p>(3) Dean of Graduate Studies will make case-by-base decisions to reinstate students and/or adjust standing</p>	<p>Undergraduate Probation, Disqualification, and Reinstatement, VIII, X</p> <p>Graduate Probation and Disqualification Reinstatement, IIC</p>	<ul style="list-style-type: none"> Various academic support services are available to students on probation Academic standing (Good, Probation, Disqualified) will be assigned after F and D grades are automatically changed to NC

Individual Contracts & Learning Agreements			
Proposal for Spring 2020	Process	Policies & Materials	Considerations & Notes
<p>A. Instructors modify individual contracts, in collaboration with students</p> <p>B. All changes are documented in writing via email</p>	(1) Adjustments are made and documented/communicated via email	Memo from Interim Provost, Ranjeeta Basu (appended)	

Incomplete Grades & Graduates			
Proposal for Spring 2020	Process	Policies & Materials	Considerations & Notes
<p>A. Faculty urged to avoid granting I grades for courses required for students graduating Spring 2020</p>	(1) Faculty submit grades as usual, giving special consideration to any I grades	<p>Grading Symbols, II.3</p> <p>I Grades for Graduating Students</p>	<ul style="list-style-type: none"> • Incomplete grade contracts will be available electronically in PeopleSoft this semester (instructions to be provided to faculty by Registrar) • If assigned to a course not required for graduation, students may graduate with an I grade

Transcript Notations			
Proposal for Spring 2020	Process	Policies & Materials	Considerations & Notes
A. Registrar adds a transcript notation for all students enrolled in Spring 2020 to indicate that grades reflect the impact of the COVID-19 pandemic and transition to remote learning	(1) At the end of the semester, the Office of the Registrar, in collaboration with IITS, updates all transcripts for active students with transcript notation under the Spring 2020 semester	CSU Grading Policy Considerations March 25, 2020 (appended)	<ul style="list-style-type: none"> The CSU CO has indicated that transcript notation may be considered, “in consultation with campus Academic Senate, discipline-based faculty and student government to assure that no resulting impacts would occur to accredited programs or to those programs learning to certifications or licensure.” Language for the notation has not been developed

ⁱ This document summarizes the APC Resolution, “Temporary Modification of Academic Policies due to the COVID-19 Pandemic,” and every attempt has been made to make it consistent with the provisions of the resolution. If there are any discrepancies between the two, the APC Resolution supersedes this Supplemental Document.

Appendix

Communication sent by Office of Service Learning and Internships, in consultation with Interim Provost

Dear Faculty,

Given the latest guidance to minimize interaction with others, CSUSM continues to prioritize the safety and health of our faculty and students.

Effective March 20th, all students participating in any internship or service learning face-to-face activities must cease and transition to virtual formats or alternate assignments.

Please work closely with your students to communicate these restrictions, along with information on alternate assignments. We also encourage you to communicate with Community Partners about possible virtual service opportunities.

This decision will remain in effect until we move back to non-virtual instruction on campus or it is deemed safe to be back into the community. If you have any questions, please contact your Department Chair or Dean.

California State University Grading Policy Considerations Response to COVID-19 Disruptions

March 25, 2020

Existing California State University Grading Policy

Grading in the California State University (CSU) takes several forms and is governed by Title 5 Administrative Code of California as well as CSU executive orders and coded memoranda. Specifically, grading is described in Title 5 Sections 40104 and 40104.1, CSU Executive Order [1037](#) and systemwide memorandum [ASA-2016-08](#). (All documents referenced herein are attached to this communication.) CSU courses may be offered either for a letter grade (A-F) or for Credit/No Credit (CR/NC). CSU policy utilizes the CR/NC designation while other universities may record this type of grading as Pass/No Pass (P/NP); these designations typically convey the same meaning,

As described in Title 5, Section [40104.1](#) *Grading Designations*, “for undergraduate courses, individual campuses, with the approval of the Chancellor, may utilize for designated courses or groups of courses any combination of (a) the grades A, B, C, D, F; (b) the grades A, B, C, and NC (No Credit) for the grades D and F; (c) the grade CR (Credit) for the grades A, B, and C and the grade NC (No Credit) for the grades D and F.” A grade of CR/NC does not impact the student’s GPA, either negatively or positively. Graduate courses utilize a separate set of grading designations.

Determination of Grading Options for Courses

CSU campus faculty determine whether or not a course will be available for letter grading only, credit/no credit only, or whether the student may make a choice between the two. The faculty make this determination based on factors such as their academic requirements, appropriateness of the course for one system of grading or the other, and accreditation, certification or licensure requirements.

When a student enrolls in a course, if given the option, they may select either letter grading or CR/NC. Individual campuses set their own deadlines for making this decision, and campuses also determine how many CR/NC units in total a student may use toward the 120 required for graduation.

Impact of Earning Non-Letter Grades

The impacts of letter grading versus CR/NC vary. For students, grading designations have implications for financial aid eligibility, major requirements and licensure requirements. Others may exist for specific student populations.

Financial Aid Eligibility

Grades of CR/NC may impact students receiving financial aid, specifically with regard to the determination of Satisfactory Academic Progress (SAP) and “Pace of Completion” for continued financial aid eligibility.

- Satisfactory Academic Progress – The SAP standards measure a student’s progress toward degree completion using both qualitative (GPA) and quantitative (units completed compared to units attempted) methods. To be eligible for financial aid, a student must meet or exceed these standards. The standards apply to all college coursework taken, regardless of whether financial aid was received or not (including coursework transferred from another institution). Academic progress is reviewed at the end of each term after the fully graded date for the semester. A student who does not earn letter grades in a particular term may jeopardize their financial aid eligibility for subsequent terms.

- Pace of Completion (Pace) – This SAP standard is measured by comparing the total number of credits a student has completed to the total number of credits attempted. For example, at one CSU campus, a student must satisfactorily complete at least 67 percent of cumulative credit hours attempted in order to be considered to be meeting Pace.
 - Completed credits include the following grades: A, B, C, D, RP, or CR (Note: RP represents Report in Progress, which may be used for courses that span across terms.)
 - Attempted credits also include the following grades: W, WU, F, I, NC, and RD (Note: RD represents Report Delayed. Audits, military credit, test credits are not included.)
- The first time a student fails to meet either the Pace or GPA standard, they will be placed on “Financial Aid Warning” for the next term of enrollment. This warning status allows the student to continue to receive aid for the subsequent semester of enrollment, while attempting to correct the deficiency in their GPA and/or Pace. However, students who are already in a warning status and who are unable to earn additional letter grades may lose financial aid eligibility.

Major Requirements, Graduate and Professional School Admission and/or Certification and Licensure

- Many CSU academic programs require letter grades for required courses in the major. In addition, a number of external licensure and certifications require letter grades in applicable courses.
- Prerequisites for courses often include specific minimum grades (e.g., B- or better). Any exception to these requirements would be a campus-based decision in consultation with faculty.
- Some graduate/professional programs require grades in prerequisite courses for admission.
- Credential students must maintain a credential course GPA of 3.0 or greater in order to enter clinical practice and be recommended for a credential. Receiving a NC grade has potentially negative implications for overall progress.

Distinct Student Populations

- Veteran students must receive letter grades for enrolled courses or they stand to lose benefits. The Veterans Administration (VA) considers CR or NC grading to be non-punitive grading. Non-punitive grades must be reported to the VA, and the VA would expect immediate return of funds related to the reduced unit load. Unless the VA and Department of Defense changes this policy for winter/spring 2020, veteran students must abide by this requirement.
- Student athletes must earn at least nine units with letter grades each semester to be considered as making progress toward degree and remain eligible for their sports. Unless the NCAA changes this policy for winter/spring 2020, student athletes must abide by this requirement.
- International students must complete a sufficient number of units with a letter grade to maintain their immigration status. Further, an unauthorized withdrawal (WU) grade adversely affects immigration status.
- Students on academic probation need to complete courses for a letter grade as they strive to raise their GPA above a 2.0. A grade of “CR” will not accommodate such movement out of probationary status. Campuses could grant students an additional semester to enhance their academic performance to move themselves out of probationary status.

What has been the advice of CSU Provosts?

CSU provosts recently discussed the CR/NC issue during a Zoom session on March 17, 2020. In particular, several provosts identified the specific limitations listed above as concerns regarding moving toward CR/NC grading for all courses systemwide. A number of the provosts also expressed concerns about the burden on future medical students, engineers, and on some other professional degrees. Some graduate/professional programs require grades for admission and/or subsequent employment.

Some provosts also recommended allowing for an exception to EO 1037 regarding the limit in the number of units a student may withdraw from in total during their academic career. This type of one semester change (not counting withdrawals from winter/spring 2020 in the overall count) could be accomplished with a memo from the associate vice chancellor for Academic Programs, Innovations and Faculty Development.

Students also have the option of requesting a grade of Incomplete (I). If they have completed a portion of the coursework for the semester, the student would work with their faculty member to establish an “Incomplete Contract.” This would allow them to complete the course within one calendar year (see EO 1037). Some provosts voiced concern that this could lead to a large number of students requesting “I” grades. One of the provosts from a campus that has experienced extensive closures due to the wildfires over the past two years stated that they did not experience an increase in requests for Incompletes or a decline in grades when closed for two weeks for fires.

The provosts also expressed pragmatic concerns related to the work that will need to be conducted to program the CMS/PeopleSoft student information system to handle this type of revision in grading. A few campuses also noted that they still used paper forms for students to request CR/NC grading which could likely be resolved with a fillable PDF form, but caution would need to be taken to ensure security of student information. After weighing these topics, the provosts recommended not taking systemwide action related to grading basis.

Actions by Other Public University Systems

It is important to consider the context of what actions other state university systems are taking when reviewing the option to convert to a CR/NC model as a result of the current pandemic. Some systems have made the decision to allow greater flexibility in CR/NC options, while others have not yet decided. The chart below is as of March 23, 2020.

System or State	What they are doing	Link
CUNY	Systemwide: Extended deadlines for C/NC, dropping and completing Inc.	https://www.cuny.edu/academics/academic-calendars/
SUNY	No systemwide response. Individual campuses are allowing undergraduates to opt into pass/no credit for classes.	https://www.newpaltz.edu/coronavirus-info/frequently-asked-questions/ https://news.stonybrook.edu/university/provost-issues-message-to-students-on-academic-affairs/
Florida	No systemwide response	
Texas	No systemwide response at either UT or T A&M. Individual campuses are relaxing the deadlines for drops.	https://onestop.utexas.edu/faq-covid19/
Ohio	Univ of Akron. Ohio State: Proposal heading to Academic Senate to allow C/NC, extend deadlines.	https://www.thelantern.com/2020/03/pass-no-pass-incomplete-change-proposals-headed-to-university-senate/
Illinois	No state-level response. Individual campuses maintain grading system	
Nevada	No state-level response	
Michigan	Western Michigan Univ to allow C/NC for all online classes	https://www.westernherald.com/news/article_41b39756-6954-11ea-890c-8f5eb86e75fe.html
Utah	Univ of Utah: Allows C/NC option for all classes.	https://attheu.utah.edu/facultystaff/changes-to-grading-due-to-covid-19/
Washington	Univ of Washington: Many winter quarter classes were converted to CR/NC. It is not expected that spring quarter classes will need this.	https://www.washington.edu/provost/springquarter/

Possible Actions and Considerations

Note: All options will be predicated on assuring no impact to financial aid for all students, benefits of veteran students, eligibility for student athletes, satisfactory academic progress for students pursuing graduate school and any other negative impact to distinct populations described above.

The main issues to consider are tied to the scope of the change:

- Would this move to a CR/NC grading basis require a change to campus policy? To an existing executive order? Or to Title 5?
- If it is a change that is within the scope of campus policy, the president will need to ensure consultation has occurred with the local academic senate as well as the student government.
- If the change will impact an executive order, the chancellor would need to consult with the Academic Senate, CSU (ASCSU).
- If a change is made that impacts Title 5, the Board of Trustees will need to be informed about this change and approve the modification to Title 5. Any revisions to Title 5 typically require a 45-day public notice period before it can become an action item. The Office of General Counsel would need to be consulted to see if there is any flexibility in the public notice requirement.
- Can the proposed change be easily accommodated through the existing student information system or will an alternative process be required?

Policies within campus purview right now (no changes needed to EOs or Title 5)

- Campuses may change the deadlines for declaring the CR/NC option on currently approved courses. Campuses will need to consult with the campus academic senate and student government. *Some campuses have already chosen this option.*
- Campuses could expand the courses that are allowed to use the CR/NC option. Campuses selecting this option would also need to change the deadline for students declaring the CR/NC option. Faculty may still assign letter grades for all students (except for those classes where CR/NC was the only option) and allow students to select their preferred grading basis. Campuses may also include a notation on all transcripts about COVID and winter/spring 2020 grading. This would need to be carefully applied in consultation with the campus academic senate, discipline-based faculty and student government to assure that no resulting impacts would occur to accredited programs or to those programs leading to certifications or licensure.

Potential systemwide change that **would not** require changes to EOs or Title 5

- Declare systemwide that all CSU campuses reserve the right to extend the deadline for students to declare the CR/NC option, where approved, to the final day of winter/spring classes (varies by campus). The Office of the Chancellor would need to consult with the ASCSU and CSSA on this matter. *For example, the University of Oregon has extended the date by which students may elect a grading basis AFTER letter grades are issued for the winter term.*

Potential systemwide changes that **would** require changes to EOs and/or Title 5

- Allowing “D” letter grades to count for credit. A “D” is a grade that does not allow for credit in most major-based courses, the “Golden 4,” and for accredited, certification or licensure programs. This would require more than one Title 5 change as it impacts both currently enrolled students as well as transfer admissions.
- Declare systemwide that all campuses will move to the CR/NC option for all classes. Give students the opportunity to opt back in to letter grading if they so choose. Faculty must still assign letter grades for all students (except for those classes where CR/NC was the only option). Put a notation on all transcripts about COVID and winter/spring 2020 grading. The Office of the Chancellor would need to consult with the ASCSU and CSSA on this matter.

Existing CSU Policies

Title 5 Administrative Code

[40104.1](#) **Grading Designations**

- For undergraduate courses, individual campuses, with the approval of the Chancellor, may utilize for designated courses or groups of courses any combination of (a) the grades A, B, C, D, F; (b) the grades A, B, C, and NC (No Credit) for the grades D and F; (c) the grade CR (Credit) for the grades A, B, and C and the grade NC (No Credit) for the grades D and F.

Executive Orders

[\(EO 1100 Revised-Section 2.2.a\)](#) Students are required to earn a grade of C- or better in the “Golden 4” (written communication, oral communication, mathematics/quantitative reasoning, critical thinking). This is both an admissions requirement for transfer students and a graduation requirement for first time freshmen.

[EO 1037](#) **Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals**

- This EO defines withdrawals and gives the campuses authority to set the deadline for withdrawals (Section A.6).

Systemwide Memos

[ASA-2016-08](#) Basic Subject Courses and the Grade of C-

Campus-based policies

- All campuses set deadlines and provide campus-specific guidance on the use of CR/NC grading. This is derived from the Title 5 regulations and executive orders. These campus-specific policies are established by the campus academic senate with concurrence by the campus president. These policies set deadlines for students to declare the intention to take an approved course CR/NC as well as the number of CR/NC units that may count toward the degree.

All ASI comments will be made in green

WHEREAS Coronavirus disease (COVID-19) is an infectious pandemic that began spreading in 2019, and COVID-19 is caused by a newly discovered virus for which there are currently no specific vaccines or treatments; and

WHEREAS and

WHEREAS, on March 19, 2020, California Governor Gavin Newsom [announced a statewide shelter-in-place order](#) to protect public health and safety and allow the healthcare delivery system to serve all, with a focus on high risk and vulnerable patients; and

WHEREAS on March 11, 2020, California State University San Marcos (CSUSM) President Ellen J. Neufeldt declared the transition of face-to-face instruction and in-person student services [to remote](#) formats to ensure the health and safety of the campus community; and

WHEREAS, the COVID-19 pandemic has affected our students' academic, economic, emotional, and physical well-being in unprecedented ways and the abrupt, mid-semester transition to remote instruction has likely impaired student learning and academic achievement; and

WHEREAS, the COVID-19 pandemic and the transition to remote instruction has presented CSUSM faculty and student services administrators and staff with unprecedented challenges and questions regarding the mentorship of our students, the delivery of course content, the assignment of course grades, and students' progress to graduation; and

WHEREAS, on March 25, 2020, the California State University (CSU) [Office of the Chancellor responded to the COVID-19 disruptions](#) by offering system-wide guidance to all CSU campuses on the revision of grading policies, "California State University Grading Policy Considerations Response to COVID-19 Disruptions"; and

WHEREAS, on March 31, 2020, the [CSU Office of the Chancellor took additional steps to mitigate the COVID-19 disruptions](#) by adjusting CSU admission requirements for incoming transfers from community colleges so that the CSU will accept grades of "Credit" or "Pass" for transferable college courses completed in winter, spring or summer 2020 taken to satisfy: 1) The Gold Four (English language [A2], oral communication [A1], critical thinking [A3], and mathematics/quantitative reasoning [B4]), 2) All other General Education courses; and 3) Major prerequisite courses; and

WHEREAS, CSUSM students faculty, staff, and administrators require campus-specific guidance on CSU and CSUSM grading policies, including:

CSU Executive Order 1037 (EO 1037), "Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals, which establishes and defines the use of administrative grading symbols such as approved W (Withdrawal); and

[APC 160-99](#), “Grading Symbols,” which governs the assignment of grading symbols; and

[GEC 743-90](#), “Credit/No Credit Grade Option for General Education Courses,” which specifies when General Education courses may be taken with a Credit/No Credit grading option; and

APC 336-08, “Withdrawal,” which governs course and university withdrawals; and

[APC 309-06](#), “Course Repeat and GPA Adjustment,” which governs the repeat of courses and the adjustment of GPA; and

APC 236-02, “Undergraduate Probation, Disqualification, and Reinstatement Policies,” and APC [237-02](#), “Graduate Probation, Disqualification, and Reinstatement Policies”, which define the conditions under which undergraduate and graduate students are placed on academic and administrative probation, how students may be subject to academic and administration disqualification, and the processes by which students may seek reinstatement; and

[APC 381-11](#), “Independent Study, Research, and Internship Courses”, which requires the creation and signing of individual contracts between the student, faculty member, Department Chair, and Dean of the college or designee who may not be one of the former; and

APC 245-02, “Service Learning,” and SAC 714-15, “Student Internships”, which require the creation and approval of a “Learning Agreement”; and

WHEREAS CSUSM values shared governance **the faculty develop curriculum and grading standards and collaborate with administrators and staff;** therefore be it

RESOLVED that the CSUSM Academic Senate distribute this resolution to CSUSM President Neufeldt, Interim Provost Ranjeeta Basu, the CSU Office of the Chancellor, the Academic Senate of the CSU (ASCSU), the California Faculty Association (CFA), and Associated Students, Inc. (ASland be it further

RESOLVED, that the Academic Senate suspend its usual curricular approval processes to allow a change in the grading basis that would permit the use of the A-C/NC and CR/NC grading options in all Spring 2020 courses; and be it further **Students MAY use a CR/NC option (aka OPTIONAL**

RESOLVED, that faculty will assign grades according the grading basis that was in effect on the census date; and be it further

RESOLVED, that CSUSM extend the deadline for students to petition for A-C/NC or CR/NC grading basis for courses offered in Spring 2020 until December 2020; and be it further

RESOLVED, that the Office of the Registrar adjust the effective grading basis from a letter grade to A-C/NC for students who it is believe would benefit from a change to a grade of NC while allowing students whose grade of C- or lower was converted to an NC the opportunity until December 2020 to petition for restoration of the original grade; and be it further

RESOLVED, that the Academic Senate suspend the 9-unit limit on courses taken under the Credit/No Credit option and applied toward an undergraduate degree, as stipulated by APC 160-99; and be it further

RESOLVED, that departments consider permitting students to apply Spring 2020 courses graded CR/NC to their major requirements (see APC 160-99 for the prohibition against the use of CR/NC courses to satisfy major requirements); and be it further

RESOLVED, that the Academic Senate suspend GEC 743-90, which prohibits the assignment of Credit/No Credit grades in GE courses (but for language courses taken to fulfill the Area C3 requirement); and be it further

RESOLVED, that by expanding the use CR/NC option for the Spring 2020 semester, CSUSM seeks the equitable application of grading standards to currently enrolled students at CSUSM and Fall 2020 incoming transfers from community colleges, [who have been offered new grading and admission standards by the CSU Office of the Chancellor](#); and be it further

RESOLVED that the Academic Senate ask the CSU Office of the Chancellor to suspend the 18-unit limit on withdrawals, as stipulated by EO 1037 and APC 336-08, for those approved withdrawals taken after census (February 17, 2020) during the Spring 2020 semester and be it further

RESOLVED, that students may petition to exceed the 18-unit limit on withdrawals (for withdrawals taken after census (February 17, 2020) during the Spring 2020 semester) by filing a petition with the Office of the Registrar; and be it further

RESOLVED, that all faculty, University College Deans (or their designees), the Dean of Undergraduate Studies (or designee), the Dean of Graduate Studies (or designee), and Department Chairs are urged to adopt the broadest possible interpretation of the “serious and compelling reasons” described by APC 336-08 in the issuance of regular withdrawals (or withdrawals after the Add/Drop deadline, which for Spring 2020 was February 4, 2020); and be it further

RESOLVED, that the Academic Senate suspend the guidance stipulated by APC 336-08 that Retroactive Withdrawals (withdrawals after the twelfth week of the semester and, for Spring 2020, [on or after April 10, 2020](#)) be “seldom granted”; and be it further

RESOLVED, that all faculty, University College Deans (or their designees), the Dean of Undergraduate Studies (or designee), the Dean of Graduate Studies (or designee), and Department Chairs are urged to be as flexible and accommodating as possible in considering requests for Retroactive Withdrawals, adopting the broadest possible interpretation of the reasons for granting such; and be it further

RESOLVED that all faculty, University College Deans (or their designees), the Dean of Undergraduate Studies (or designee), the Dean of Graduate Studies (or designee) and Department Chairs are urged to meet with students seeking withdrawals in a remote, yet synchronous, format (i.e. – Zoom, MS Teams, Skype, or cell phone, among others); and that in conducting these conversations, faculty and administrators will serve an advisory role by confidentially reviewing students' reasons for pursuing a withdrawal(s), urging students to meet with the Dean of Undergraduate Studies (or designee), Dean of Graduate Studies (or designee), Veterans Services, International Student Services, the Financial Aid Office, Office of the Registrar, and other relevant administrative resources at CSUSM to ensure that any withdrawals do not jeopardize their academic and financial aid status; and that the [Cougar Care Network](#) should be contacted if students indicate that personal, academic, financial, or other challenges are adversely affecting their academic progress; and be it further

RESOLVED, that faculty are urged to submit WU grades only for those students who stopped attending prior to census, and that the last date of attendance be updated for any WU grades submitted in order to prevent financial harm to students that did attend classes; and be it further,

RESOLVED, that students of any academic standing at the end of the Spring 2020 semester (except in cases where there has been a finding of a violation of the Student Code of Conduct), may petition to exceed the 16-unit limit for Course Repeats for Grade Forgiveness, to exceed the 12-unit limit on Course Repeats for Grade Averaging, and to exceed the prohibition against the repetition of lower division courses for a third repeat and/or beyond the 12-units repeated for Grade Averaging; and be it further

[Kang is waiting to hear from PASS] **RESOLVED**, that the individual contracts and Learning Agreements in place for the Spring 2020 semester be modified at the discretion of the signatories and be it further

RESOLVED, that **Instructors document changes** and restrictions of individual contracts and Learning Agreements to students and community partners in writing via e-mail and be it further

RESOLVED, that students fulfill the terms of their modified individual contracts and Learning Agreements for Independent Study, Internships, and Service Learning courses via remote delivery formats; and be it further

RESOLVED, that Instructors give strong consideration for students scheduled to graduate in May 2020 to receive a grade or credit. rather *Incomplete* or *I*, for any and all courses, including

Independent Study, Internships, and Service Learning courses, for which an “I” grade would prevent their graduation in Spring 2020; and be it further

RESOLVED, that the Academic Senate request that the Office of the Registrar to create a transcript note indicating that grades reported for the Spring 2020 may reflect the impact of the COVID-19 pandemic and the abrupt, mid-semester transition to remote learning on the student learning experience and academic performance; and be it further

RESOLVED, that changes to campus grading policies resulting from the COVID crisis be communicated to the entire campus community via e-mail and published on the webpages of the Office of the Registrar, Dean of Undergraduate Studies, Dean of Graduate Studies, Associated Students, Inc., and the CSUSM Coronavirus webpage.

Student Recommendations (unaddressed in current version of Resolution)

- All student transcripts to include * with COVID-19 Reported including a special footnote for “W”
- To advocate for majors and departments to incorporate the CR/NC option (addressed in Resolution)
- To streamline the process of CR/NC application for students to mitigate administrative barriers
- To streamline the process of Withdrawals for students to mitigate administrative barriers
- To revise the Satisfactory Academic Policy to incorporate the grading policy changes for the Spring 2020 semester so students may receive their full financial aid
- Interim Grading Method: Virginia Union
 - NC Reported COVID-19
- Students to advocate at the classroom level
 - Leniency for letter grading scale
 - Adjustment to grading scale to redetermine the lowest letter grade possible.
 - Ex. Wiley College(?) & Virginia Union
- For awareness on any and all changes to be sent to all CSUSM students on breakdown of academic options after the grading policy options have been finalized
-