



**ASI Board of Directors Committee**

**2019/2020**

Jaelyn Freeman  
 Chair and Chief of Staff

Kenny Tran  
 President & CEO

Mariana Rosales  
 Executive Vice President

Michelle Tran  
 VP of Student & University Affairs

**Special Meeting**  
**ASI Board of Directors Committee Minutes 20-13**

Friday, April 3<sup>rd</sup>, 2020 at 2:30 pm  
 Meeting URL: <https://csusm.zoom.us/j/748396460>  
 Posted: Tuesday, March 31<sup>st</sup>, 2020 at 2:30 pm

*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.*

	ITEM	SUBJECT	PRESENTER
Tim Pelayo COBA Representative	01	<b>Call to Order</b> Meeting called to order at 2:33 PM	Jaelyn Freeman Chair & Chief of Staff
Emily Borgeson COBA Representative	02	<b>Roll Call</b> Present: Jaelyn, Michelle, Shovan, Kenny, Mariana, Tim, Emily, Rylee, Devon, Arianna, Keith, Genessis, Eliese, Gabby, Absent: Inique, Nick Advisors: Annie, Ashley	Jaelyn Freeman Chair & Chief of Staff
Inique Wilson CHABSS Representative	03	<b>Recognition of Guests</b> Alondra, Alexandra Hernandez, Andrew Gamboa, Bailey, Brittany, Caleb Standley, Chelsea, Dylan Crivello, Faith Garcia, Eugene, Gabrielle, Jordan Lanter, Kallie Sabajo, Kim Peirce, Kimberly, Megan, Michael Garrett, Nadia Kick Krueger, Racheal Jackson, Racheal, Sharon, Tanya, Zameer Karim <b>See attached for registration list</b>	Jaelyn Freeman Chair & Chief of Staff
Rylee Spencer CHABSS Representative	04	<b>Approval of Agenda</b> Jaelyn Freeman passes the Agenda with a consent vote None opposed Motion Carries	Jaelyn Freeman Chair & Chief of Staff
Shovan Vatandoust CHABSS Representative	05	<b>Open Forum*</b> Tasha Kadah talks about the pass no pass for this semester. Questions the discussion about the pass no pass and that students have the option for the pass no pass students.  Bailey Heffernan: She is here for the pass or no pass  Zameer Karim: He talks about that there is a \$500 grant for everyone. Needs to be a low-income student and full-time student.  Ariana Kitts: She talks about the concerns for the pass-fail and sent an email about using the A-B grading system. She talks about how other CSU's are using this system and elaborates on how this system might be easier for students.  Brittney Anda: She talks about her concerns for the grading system and making sure students along with foreign exchange students are thinking about it.  Rachel: She wanted to put her input on the pass or no pass.	Jaelyn Freeman Chair & Chief of Staff
Devon Kimbrough CHABSS Representative	06	<b>Approval of edits to Student Emergency Fund policy</b> <b>Description:</b> Committee will review changes to Student Emergency Fund policy to be consistent with current practices.	Ashley Fennell Assoc. Director of Government Affairs & Initiatives
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			
<u>Advisors</u>			
Annie Macias Executive Director			
Ashley Fennell Assoc. Director, Government Affairs & Initiatives			
<u>Standing Invitees</u>			
Michelle Romans Alumni Association Representative			

	<p><b>Fiscal Impact: None</b>  <b>See attached for document reviewed.</b>  Mariana discussed edits for student emergency fund procedure. She highlighted edits including: ACE Scholars will be directly to ACE services first before applying for SEF, Open University students will not be eligible for SEF, and the fund awards now processed through Student Aid &amp; Financial Services via direct deposit into student account or check mailed.  Clarification made about what an Open University or non-degree seeking student was.  Jaelyn passes policy by consent vote with no objections.  Motion Carries</p>	<p>Mariana Rosales  Executive Vice President</p>
<p><b>07  Action</b></p>	<p><b>CSU Grading Policy Official Recommendations</b>  <b>Description:</b> Committee will vote on an official recommendation to CSUSM Academic Senate based on the CSU Grading Policy Considerations*.  <b>Fiscal Impact: None</b>  <b>See attached for document reviewed.</b>  Michelle thanked everyone for sending concerns and giving feedback. She reviewed the recommendations and timeline. By April 15th, CSUSM has to give an answer to the UC's on the grading policy changes. Michelle discussed that ASI represents the student's voices to the Academic policy committees.</p> <p>Sharon Hamill talked about that across the campus she hears that faculty biggest concerns are supporting the students. She also talks about the 7 policies and has many pieces that are able to help.</p> <p>Debbie Kang talks about the work that APC has been working to work towards a resolution to the credit no credit. The resolution that will arise can help answer many students' answers. The reason why the resolution is so long and complex is that the committee is trying to answer all questions and concerns. Debbie elaborates that she is creating a "cheat sheet" to help clarify the resolution. She went on to explain that students have until December 31st to determine whether to do the credit or no credit policy. She also elaborated that faculty will continue to grade in the traditional and regular deadlines. She also explains that the registrar will switch the grades to credit no credit grading system and the benefits to students. Debbie explains that this will apply this semester. This system applies to major requirements and GE requirements.</p> <p>Jaelyn extends meeting until 3:45 PM</p> <p>Committee questions focused on choice to have one class be a credit or no credit class and have another class be the A-F grading system as well as concerns for students and works ethic with the tough transition. Presenters advises going talk to academic advisors or any faculty that students trust to give answers. She also advises talking to the Cougar Care Network. Sharon advises to students to talk to their faculty and give feedback to their faculties.</p> <p>Jaelyn extends meeting until 4 PM</p> <p>Michelle advises the board to not ask personal questions and focus on content on document reviewed.</p> <p>Further questions focused on petitioning classes –clarified that it would be course by course. They also further clarified the</p>	<p>Jaelyn Freeman  Chair &amp; Chief of Staff</p> <p>Michelle Tran  VP of Student &amp;  University Affairs</p>





**ASSOCIATED STUDENTS, INC.  
CAL STATE SAN MARCOS**

**ASSOCIATED STUDENTS, INC.**

## **STANDARD OPERATIONS POLICY & PROCEDURE MANUAL**

**POLICY: STUDENT EMERGENCY FUND**

**EFFECTIVE  
DATE: JANUARY 11, 2016**

**APPROVAL  
DATE:**

### **PURPOSE**

The Student Emergency Fund (SEF) provides compassionate assistance to currently enrolled CSUSM students who encounter unforeseen financial emergencies or catastrophic events that disrupt their progress toward a degree. These funds are not intended to be used for routine expenses nor as a consistent supplement to a student's education funding sources. These funds are not required to be repaid.

### **POLICY AND PROCEDURES**

- A) Funding for Student Emergency Fund is determined annually during the ASI budget allocation process in the spring for the subsequent fiscal year.
- B) Funds for Student Emergency Fund are managed by and contained within the budget of the ASI Executive Vice President.
- C) All requests must be urgent in nature.
- D) Automatic denials include:
  - a) Student applicant is not enrolled at CSUSM.
  - b) Student applicant has exceeded financial aid cost of attendance.
  - c) Student is not in a degree seeking program.
- E) Funds will not be awarded to the same student more than once during an academic year. Committee will consider academic year July 1- June 30.
  - a) Summer applicants must be enrolled in either summer and/or fall classes.
  - b) Winter applicants must be enrolled in winter intersession and/or spring classes.
  - c) Students will be ineligible to apply again during the academic year.



SEF from reserves or from funds donated to the Student Emergency fund via donations made on the University Advancement website or payroll deductions.

- K) A list of all applicants, both approved and denied, will be maintained by an ASI Professional Staff member in coordination with other members of the Student Emergency Funding Team. List will include student names and amount awarded, if applicable.
  - a) Each applicant's information will be sent to the Cougar Care Network for further assistance.
  - b) Each applicant will also receive information about any available Financial Aid awards and/or loan opportunities available to them.



## **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.

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

## 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.