

UNIVERSITY OF ARKANSAS HOPE-TEXARKANA

Institutional Directive
Credit/Noncredit Student Option
Spring 2020

In recognition of the unprecedented challenges resulting from the outbreak of the coronavirus (COVID-19), faculty and administration want to give students an option to elect to convert their spring 2020 grades to credit (CR)/non-credit (NC) after final grades are submitted.

This Institutional Directive, which was approved by the Chancellor's Cabinet on April 2, 2020, is for ***the spring 2020 semester only***. This recommendation, which arose from input by faculty, deans, and student services personnel exemplifies shared governance. This action reflects the College's priority on the health and well-being of the campus community and mirrors our academic mission to operate in an environment of integrity and respect.

Students must remain engaged with all coursework, assignments, and assessments throughout the spring 2020 semester and must have completed all course assignments, quizzes, test, projects, or other course success assessment measures as required by the course instructor to receive academic credit. Thereafter, for spring 2020:

- Faculty submit course end-of-term grades based upon the grading scale and policy of their syllabi;
- For any course in which a student has earned a "C" or above, students may opt to convert their end-of-term grade to credit (CR);
- The option to convert an end-of-term grade to CR is based entirely upon the student's decision;
- Students will have five (5) business days from the time final grades are posted to complete an online form notifying the UAHT Registrar of their elected option;
- Students electing to opt to change a course grade to CR must complete a separate online form for each individual course for which the student elects to convert a grade;
- Courses for which CR is opted by a student do not count toward GPA calculations;
- Grades for which no option has been submitted in the online form within the five day timeframe remain as the grade submitted by faculty at the end of the semester and are counted toward GPA calculations;
- If degree progression criteria require a specific grade for progression, a grade of CR satisfies the standard;
- Degree programs that lead to professional licensure may require students keep the letter grade submitted at the end of the course and prohibit students' option to convert their grade;
- For any course in which a student has earned a "D," students may opt to convert their grade to non-credit (NC) and will not receive credit for the course but the NC option will not affect their GPA;
- For any course in which a student has earned a "D," students may opt to retain their letter grade and receive credit for the course, but the retained grade will count toward GPA calculations;
- Courses in which a student has earned an "F," will be recorded as NC and will not affect GPA calculations;

- For any course in which a student has received an “I,” students may opt to convert the incomplete to non-credit (NC) and will not receive credit for the course but the NC option will not affect their GPA;
- Students who complete the coursework after receiving an “I” retain the option to convert their grade to CR or NC within five business days after the letter grade has been posted by completing the online form notifying the UAHT Registrar;
- There is no tuition adjustment for converting a grade to NC;
- For any course for which a student is repeating the course from a previous semester, the option to convert a grade to CR will count as progress in the course and will not be calculated into GPA; however the previous semester’s grade is unaffected in GPA calculations [for example, if a student received a “D” in a previous semester and was repeating the course in spring 2020, they may opt for the CR conversion. However, opting to take CR instead of a letter grade will not alter the student’s GPA and the original grade of “D” is still calculated in the overall GPA.]
- Students will be strongly encouraged to discuss the option to convert a grade with an advisor, the course instructor, an academic dean, department faculty, or pertinent campus personnel to ensure that students are adequately informed of any ramifications of their individual decision;
- Students will be strongly encouraged to discuss the option to convert a grade with financial aid personnel or other campus offices with whom they work to make decisions to make sure students are aware of the impact of their decision to convert a grade on scholarships, veterans benefits, licensures, transfer school admissions, and other professional or educational goals;
- Concurrent students may choose to convert a grade to CR or NC for the purposes of the college transcript but all letter grades will be reported to the high school;
- Students will be informed that adoption of this institutional directive will result in a delay in processing official transcripts;
- In issuing this directive the College acknowledges that converting grades to CR are recorded as hours EARNED and ATTEMPTED, that converting grades to NC are recorded as ATTEMPTED only, and such recordings may affect both the Gateway metrics, Transfer metrics, and GPA calculations for purposes of Productivity Funding calculations.