Academic Grade Conversion Guidelines

A. The Provost and Undergraduate Education Committee approved a one-term exception for Spring 2020 to waive specific stipulations in the current Credit/No Credit (CR/NC) grade policy. The exceptions available below carry the following conditions:
1. The student is enrolled in a Ball State course in the Spring 2020 semester that was in session on Monday, March 16, 2020, or later.
2. The student did not withdraw from the course prior to Tuesday, March 17, 2020.
3. The student has not already earned a FS (Stopped Attending–Fail) or FN (Never Attended–Fail) grade in the course.
4. If a degree has already been awarded, then a request for CR/NC will be denied.
5. Approval of the student’s request is made in collaboration with an advisor and the student’s program of study area as appropriate.
6. The student meets the deadline to request the CR/NC grade by Wednesday, May 13, 2020 (11:59 p.m.), which is seven calendar days after grades are posted to the student’s academic record (Wednesday, May 6). The window for requests is opened on Monday, May 4, 2020.
7. This guidance applies to courses that were converted from face-to-face to distance education as well as graduate and undergraduate courses that were already taught online.

B. Stipulations in the current CR/NC policy are amended for the Spring 2020 semester for students who meet the conditions outlined above. Therefore, the following are allowed for Spring 2020 semester:
1. Students may request a CR/NC grade to replace a letter grade posted on Wednesday, May 6. A CR/NC request may apply to any of the following undergraduate and graduate courses.
   a. Course electives to meet graduation requirements
   b. University Core Curriculum requirements
   c. Requirements in the major, minor, concentration or certificate or to meet college general requirements for their degree. These courses will need program/college approval and not all may be eligible for CR/NC.
2. Passing grades for courses completed in Spring 2020 will count for any and all degree, admissions indexes, and pre-requisite requirements internal to Ball State.
3. Courses taken for a CR/NC grade in Spring 2020 semester do not count in the maximum overall 15 credit-hour limit.
4. Undergraduate students may request up to 15 CR/NC hours for Spring 2020.
5. Graduate students may request up to 6 CR/NC hours for Spring 2020.

C. Credit/No Credit Conversion and Implications
   1. Undergraduate students completing coursework at a grade of C- or above who request CR/NC conversion shall be issued credit. Undergraduate students completing coursework at a grade of D+ or below who request CR/NC conversion shall be issued no credit.
   2. Graduate students completing coursework at a grade of B or above who request CR/NC conversion shall be issued credit. Graduate students completing coursework at a grade of B- or below who request CR/NC shall be issued no credit.
   3. Grades of CR and NC will not be factored into a student’s grade point average.

D. Process and Procedures for the Spring 2020 Semester
   1. Faculty members will grade students as usual during the semester and submit grades following the standard submission process.
   2. Student will submit the Spring 2020 CR/NC form.
   3. The request will be routed automatically to the student’s primary advisor. In the case of a graduate student, this is the program director.
      a. The advisor/director partners with the student to discuss grade options for the identified CR/NC request.
      b. If necessary, the advisor/director communicates with the student’s program area for additional information about the CR/NC request.
      c. If necessary, the student communicates with the Financial Aid and Scholarships Office about the CR/NC request.
      d. A decision of approve or deny is rendered.
      e. The advisor/director communicates the decision to the registrar’s office.
      f. The registrar’s office submits the grade change.

E. Responsibilities of Academic Colleges, Schools, and Departments
   1. Academic leaders and advisors will identify specific courses that may be ineligible for conversion to CR/NC and communicate guidance with relevant students.
2. With respect to courses not currently eligible for a CR/NC grade modality, program faculty determine the courses in their curriculum that may be CR/NC, taking into consideration the academic integrity of the program and any critical issues such as accreditation, licensure, and certification.

3. Faculty will determine if passing grades for courses completed in Spring 2020 will count for internal honors and recognitions.

F. Responsibilities of Professional Academic Advisors
   1. Advisors will work with students to identify potential issues with the CR/NC option, including course prerequisites, change of program, and multiple programs.
   2. Advisors’ communication with students is updated in DegreeWorks notes.

G. Responsibilities of the Registrar’s Office
   1. Registrar’s office receives CR/NC forms and contacts academic advisors (see Item D).
   2. Registrar’s office adds the CR/NC grade option for the student’s course.

H. Additional Guidance
   1. **Incomplete grades:** The current policy for assigning an incomplete grade will continue to be used and will be assigned by instructors in consultation with students.
   2. **Academic dismissal:** No student will be dropped from the University as a result of their performance in Spring 2020. Normal policies will be reapplied in the next registered term.
   3. **Academic probation:** Students can be placed on academic probation as a result of their performance in Spring 2020. However, students will be provided an extra semester of grace before academic dismissal. Normal policies will be reapplied in the next registered term.
   4. Employee tuition waivers are unaffected by this guidance, per current policy.

I. CR/NC Appeals Process
   1. If a student’s request for CR/NC in a course is denied, the student may appeal the decision to the interim dean of University College, who will consult with the director of Upper-Division Advising and the director of Freshman Advising.
      a. Any course that has been determined by program faculty as not eligible to be taken CR/NC because of critical issues such as accreditation, licensure,
and certification is NOT eligible for the appeals process. These decisions are final.

b. A student who is appealing a decision concerning a course that has not been excluded by program faculty as ineligible for consideration should contact the interim dean of University College for consideration of their appeal by sending an email with their name, student ID number, course name and number, instructor’s name, grade received, and reason for the appeal. Appeals will be handled in the order they are received.
Appendix
Current Credit/No Credit Policy
Students may choose to earn up to 15 credits under the CR/NC option. If a course is offered only for CR/NC, then it will not count in the 15-credit allowance. Students who have taken a course for a grade cannot enroll again on a CR/NC basis. Courses taken on a CR/NC basis will not count toward the academic major, minor, or any University Core Curriculum requirements, except for student teaching, internships, and courses offered only for CR/NC. If a student has taken courses in a particular subject for CR/NC and then decides to major or minor in that subject, not more than two of the courses will count toward the major or minor requirements. Students on academic probation may not use the CR/NC option. With these exceptions, departments must allow students to take courses for CR/NC.