Dear faculty,

We hope that you and your loved ones are safe during these difficult times. The strength of our campus shared governance processes has allowed us to move forward quickly, but in a consultative manner with campus partners, to make important decisions to support our students this semester, as they find themselves in situations none of us had expected at the beginning of the semester.

We have extended as much flexibility as possible to students wishing to elect the Credit/No Credit option, given the great complexity that this choice and its implementation entail. For your information and reference, we are sharing the email that has gone out to students below. Please note as well the links to an extensive FAQ that covers what students might want to consider before exercising the Credit/No Credit option.

Given the amount of information below and in the FAQ, here are just some highlights that we think you might find most important.

- All courses will be converted to give students the option to choose to take it CR/NC.
- Students will have until May 26th to make that decision. (The deadline initially proposed by the Academic Senate Executive Committee.) This means grading rosters won’t be available until after May 26th, but input from a variety of bodies seemed to indicate the tradeoff was worth it to faculty and students.
- All degree requirements that previously required a particular grade will need to be met by a CR for this semester. This is also the case for pre-requisite grade requirements. We are working to minimize any impact to departments in making this change.
- No students will be graded with an F. Instead, even if they do not opt to take a course CR/NC, they will receive a NC rather than an F. Details about how that will happen technically are still being worked out and you will receive future information about that.
- No students will be graded with a WU. Instead, they will receive a NC. Details about how that will happen technically are still being worked out and you will receive future information about that.
- Limits on CR/NC units and withdraws will be eliminated for this semester.

As a result of these changes, our students will be supported with the care they deserve. We want to sincerely thank all the faculty, department chairs, other academic leaders, our enrollment management partners (especially the Registrar’s Office), and especially the Academic Senate for their leadership and advocacy for our students.

Our best,
Jennifer and Nancy

Jennifer Summit, Provost and Vice President for Academic Affairs

Nancy Gerber, Chair, Academic Senate
Dear (student)XX,

We hope this message finds you and your loved ones healthy and safe.

We understand that the move to remote instruction has disrupted your educational experience this semester. In order to reduce any adverse effects on your academic progress, we are offering you the flexibility to choose different grading options for spring 2020. We hope that this change will help you focus on successfully completing the semester and will enable you to continue on the path towards earning your degree during this challenging time.

**Spring 2020 Grading Options**
For any courses where you current grading option is “Letter Grades”, you will have three options for your final grade:

<table>
<thead>
<tr>
<th>Grading Options</th>
<th>Grades Recorded on Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1: Letter Grades*</td>
<td>Graded (A, B, C, D, No Credit)</td>
</tr>
<tr>
<td></td>
<td>*Note: No Credit (NC) will appear on the transcript in lieu of an F grade; NC grades do</td>
</tr>
<tr>
<td></td>
<td>not negatively impact your GPA</td>
</tr>
<tr>
<td>Option 2: Letter Grades* / No Credit</td>
<td>A, B, C, No Credit</td>
</tr>
<tr>
<td></td>
<td>Note: NC is earned for grade of D or below</td>
</tr>
<tr>
<td>Option 3: Credit/No Credit</td>
<td>Credit, No Credit</td>
</tr>
<tr>
<td></td>
<td>Note: Credit (CR) is earned for grades of C- or higher</td>
</tr>
</tbody>
</table>

For any courses where your current grading option is “Letter Grades/No Credit” you will have the choice to continue with this grading option or switch to the “Credit/No Credit” option. If your current grading option is “Credit/No Credit”, there are no other grading options offered.

**How to Change Your Grading Options**

- We are currently working on modifying your Student Center so you can easily change your grading options. The Registrar’s Office will be sending a follow up communication with more details when it is possible for you to make changes to your grading options. Please continue to check your SF State email regularly.

- The deadline to submit your choices will be May 26.

- If you do not want to change the current grading option for any of your classes, you do not need to take any action.

**Before You Decide on a Grading Option**
· You can view the grading option you are currently enrolled in for each of your courses in the [Class Schedule](#) section of your Student Center.

· All CR grades earned this semester will count toward your graduation requirements (general education, major, and minor) and towards prerequisites for courses you wish to take in future semesters. In addition, any CR grades earned this semester will not count against the current limits on the number of units you can earn with a CR grade.

  o The decision to change the grading options on your courses requires careful consideration. If you are a student in one of the groups below, please click on the links provided for more information:

    o [Veterans](#)
    o [International students](#)
    o [Student Athletes](#)
    o [Students on Academic Probation](#)
    o [Students Receiving Financial Aid](#)
    o [Student in programs that have special licensure or accreditation](#)

· There is also an [FAQs regarding grading options](#) that you can reference for more information.

**Getting Help**
You are not alone in making this decision! Professional academic advisors can assist you remotely. The [Advising Hub](#) can help you determine the best office to support your needs. To make an advising appointment, please click on the button below.

![Schedule an Appointment](#)

If you need assistance in your classes, tutoring is open and ready to support you via Zoom! Please email [tutoring@sfsu.edu](mailto:tutoring@sfsu.edu) from your SFSU [email account](#) with your name, student ID, course for which you are seeking tutoring (DS 412, ENG 114, etc.), and the days/times you are available for an appointment.

**Withdrawing from Courses**
We hope that the flexible grading options outlined in this email will enable you to continue in your courses this semester. If you are considering withdrawing, please see the [FAQs on withdrawing](#) for more information. Any course withdrawals in spring 2020 will not count towards the maximum number of withdrawals permitted.

Please know that we are here to help you successfully complete your coursework this semester so that you can continue your progress towards graduation.

Sincerely,
Lori Beth Way  
Dean, Undergraduate Education and Academic Planning  
lbway@sfsu.edu

Margo Landy  
University Registrar  
margolandy@sfsu.edu