



Shasta Buchanan, Ed.D • Vice President, Student Affairs

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Dear Students,

To ease concerns around the transition to online classes, ACC is offering our students options that are aimed to keep you on a path to success. At the recommendation of the administration and its faculty and staff, ACC President/CEO, Dr. Richard Rhodes, approved the following adjustments to grading options for Spring 2020 amid the COVID-19 health emergency.

#### **Pass/No Pass Grade Option**

For the Spring 2020 semester, ACC will offer students the option to choose a **Pass/No-Pass** grade. All Spring 2020 course sections are eligible. The following procedures will apply.

- At the end of the semester, faculty will submit letter grades to the ACC Registrar's Office.
- Students will have the opportunity to elect a Pass/No-Pass grading option, after grades are posted, through the MyACC portal until May 29, 2020. More information to come.
- There is no limit on the number of Spring 2020 course sections students may convert to Pass/No-Pass grading. Students may make the decision on a course-by-course basis.
- Only grades of C or better in a course may be converted to P (Pass). Grades of D and F may be converted to NP (No-Pass).
- All courses for which students receive passing (P) grades will count toward ACC degree requirements, which may override some departmental or college policies.
- A grade of Pass or No-Pass will not count toward or against a student's grade point average (GPA); however, a grade of Pass will count toward earned semester hours.
- All academic transcripts will have a note added to Spring 2020 indicating the Pass/No-Pass grading option is due to the Coronavirus pandemic.
- A grade of (P):
  - will not be calculated into the student's grade point average (GPA).
  - may not have a negative impact on a student's financial aid or veterans' benefits due to recent legislation from the federal government -- for questions contact [finaid@austincc.edu](mailto:finaid@austincc.edu).
  - may not negatively impact the transfer of a course to other Texas public colleges and universities.
- When choosing, students should consider the possible implications of electing the Pass/No-Pass option (e.g., on course transfer, GPA calculations, financial aid, etc.) and may seek guidance from their advisor, financial aid, or veteran services contact.

#### **Competitive GPA Considerations**

College students who are striving to earn a competitive GPA for purposes of seeking admission to a limited-access program (e.g., nursing), or wishing to apply for a competitive scholarship may want to work toward receiving a letter grade.

Dual credit students who are striving to earn a competitive GPA for purposes of being in the top 10 percent of their graduating class may wish to work toward completion of a letter grade. Dual Credit students will also need to contact their school district/high school regarding any impact to their high school GPA if they choose the Pass/No-Pass option.

#### **Suspension of all face-to-face instruction and services for the remainder of the Spring 2020 semester:**

Not all of the courses ACC offers can be converted to a distance-learning format. Many of our courses require a significant hands-on, skills-based component that cannot be converted to an online format and would require at least

some face-to-face instruction. These courses are largely in the Applied Technology and Health Sciences areas. Prior to Spring Break, ACC suspended the face-to-face components of these courses until at least April 13. Given the ongoing effects of COVID-19 in our region, and the uncertainty for both faculty and students around these courses, the college will suspend all face-to-face instruction for the remainder of the Spring semester. All [student support services](#) are now available online.

### **Changes to Incomplete (I) grade policy:**

As a student, you may request that your instructor award you the grade of Incomplete (I). In regards to grades of (I), ACC will:

- Provide students the opportunity to make-up the Incomplete work at no charge during the Summer 2020 semester or if needed, the Fall 2020 semester.
- Waive the existing ACC policy that the Incomplete must be completed within 45 days. The timing of completion will be dependent on state and local policies related to COVID-19.
- Offer the option to convert the Incomplete (I) grade to a Withdrawal (W) grade. Any (W) awarded this semester, as a result of the COVID-19 pandemic, will not count against the state required limit of six Ws allowed to each student. The student who was awarded an (I) grade and chooses to have the (I) converted to a (W) will also be offered the option of re-enrolling in the same course during the Fall 2020 semester at no charge.

### **Refunds**

At this point, ACC is not contemplating offering any refunds [beyond the regular deadlines](#). As always, the college adheres to the Texas Education Code for tuition and fees refunds.

### **Need help making a decision?**

I hope these new options offer you some relief during this time of change and uncertainty. I recognize that you may need assistance making a decision about the best option for your academic career. If you need help weighing your options, I encourage you to reach out to our Financial Aid team at [finaid@austincc.edu](mailto:finaid@austincc.edu) or to your Advisor, Success Coach, or Completion Counselor. You may schedule an appointment by video or phone. To connect with someone from your home campus, contact:

- Cypress: [cypadvising@austincc.edu](mailto:cypadvising@austincc.edu)
- Elgin: [egnadvising@austincc.edu](mailto:egnadvising@austincc.edu)
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- San Gabriel: [sgc-advising@austincc.edu](mailto:sgc-advising@austincc.edu)

Hang in there, Riverbats. The Spring 2020 semester is nearing a close. You are almost there.

Sincerely,

Shasta Buchanan, Ed.D  
Vice President, Student Affairs  
Austin Community College District

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