

## Changes to Academic policies & procedures during Blocks 7 & 8 2020 due to COVID-19

### **The Academic Calendar**

Due to the extension of Spring Break the academic calendar will be extended by one week:

Block 7: March 23-April 15

Block 8: April 20-May 13

### **Grade Due Dates Extended**

To give faculty a bit more flexibility in course preparation and grading, the due dates for Block 7 and 8 grades are extended until the 1st Wednesday after the block ends. Block 7 grades are due April 22 at noon. Block 8 grades are due May 20 at **8 am**. Since we will not have an in-person commencement ceremony in May, we no longer need senior grades early for block 8 and will expect those at the same time as the rest of the Block 8 grades.

### **Credit/No Credit and Satisfactory/Unsatisfactory Options**

- **Credit/No Credit:** Faculty may choose to use a CR/NC option for their courses in blocks 7 and/or 8. If you choose this option, all students must receive either CR or NC. A CR/NC option allows faculty to reconceptualize course evaluation differently from a letter grade model if they wish. NC indicates that the student did not achieve the minimum standard. If you choose this option, please clearly define and communicate what constitutes the minimum standard for your course to your students on or before the first day of class. If you use regular grades rather than CR/NC, remind students they can take the S/U option if they so desire.
- **Satisfactory/Unsatisfactory:** ALL students can choose to use the S/U option for graded courses in blocks 7 and/or 8 this Spring. This will not count towards the normal limit of two S/U's during their time at Cornell (meaning they will still be allowed two additional S/U's if they choose to take block 7 and/or 8 as S/U).
  - Students will need to sign up for this by the **fifteenth day of the block** by emailing the registrar's office [THIS FORM](#) along with an email from their advisor as approval ([registrar@cornellcollege.edu](mailto:registrar@cornellcollege.edu)). (note: this is a change from the policy which requires students to sign up by the third day).
  - The same grade cutoff still applies: Students still must earn at least a C or higher to get an S. If they earn a C- or lower they will get a U and NO credit for the course.

### **Dean's List**

Typically, to be considered for the *Dean's List*, students must earn grade point credit in at least four Blocks during the semester (Blocks Five through Eight for the second semester). For the

Spring 2020 semester, we are modifying this such that students must earn grade point credit in at least two Blocks during the semester.

### **Honors in the Major**

Departments and Programs may award honors in the major to graduating seniors who have successfully completed (1) a major with a grade point average of 3.5 or higher in all courses taken within that major; (2) a project or paper judged to be of honors quality by the faculty of the major. Departments and programs can be flexible with and develop viable solutions to the requirement that a public oral examination on the project or paper (reviewed by at least three faculty representing two different departments and selected by the major advisor in consultation with the student) or a public exhibition or recital of artistic merit.

### **Registrar Forms:**

Due to the fact that students and faculty were not on campus during blocks 7 and 8 2020, many forms that were normally done on paper were collected via email with “virtual” signatures. Course registration also took place during this time, so all approvals or waivers were done via email.

Registration- since we had to cancel a few courses that were required for majors/minors, we allowed the students who had been registered for the cancelled course to be pre-registered prior to course registration opening for the section of that class being offered next year in order to guarantee them a seat in the course.

### **Transfer credits for incoming students in Fall 2020 or later:**

We will be making an exception to our normal policy and will accept transfer courses for students who have a P (or S in our case) from the spring 2020 semester. The S/U courses in our case do not impact the GPA and as long as the student gets an S, then they have met the prerequisite.

### **International Baccalaureate (IB) transfer credits:**

Since the IB program cancelled all IB exams for spring/summer 2020- Cornell College will work with students who would have taken IB Exams during the spring/summer of 2020 on an individual basis to determine if there is an appropriate alternate way to award IB credit through taking departmental proficiency exams or something similar.

### **Course Evaluations:**

We will not follow the normal procedure for course evaluations in Block 7 and 8. Students will have the opportunity to provide feedback on courses for the use of the instructor, but course evaluations from these blocks will not be included in RTP files.

**Class meeting times:**

Faculty are not under the usual restrictions of ending class by 3 pm and not having class 11 am - noon Tuesday and Thursday. Faculty should clearly communicate any synchronous meeting times early in the course.

**RTP reviews:**

All post-promotion reviews will be postponed to next academic year. Any candidate materials submitted for these reviews will be carried over to next year. Pretenure, tenure, and promotion reviews will continue during Blocks 7 and 8.

**Travel:**

All travel on college business, including for courses or professional development, is suspended.

**Faculty meeting business:**

First, some basic principles:

- I will put forth only proposals that are necessary for the current academic operations of the College, or necessary for us to be ready to begin the next academic year.
- Any proposals that are approved via the temporary procedures outlined below, will be considered interim approvals that must be ratified by the corporate faculty at a future actual meeting of the faculty. That future meeting will be scheduled at the discretion of the Dean at such a time that is safe for the corporate faculty to gather.
- The procedure listed below will not allow for amendments. Craig, David and I agreed that we do not have a reasonable way to work consideration of amendments into the temporary process. Any proposal approved by the interim process could be amended during the ratification process at a future meeting of the faculty noted above.

Procedure:

- The Dean will post proposals to be considered by the faculty to Moodle with notice to the faculty of that posting.
- Faculty members will have one week from the date of posting to make comments, ask questions, or make arguments related to the proposal on the Moodle page. This comment posting period should be considered a combination of prior presentation and debate among the corporate faculty. Committee chairs should monitor the comments and questions and respond as appropriate to provide clarity to the proposal.
- One week after posting, a survey, with a 48-hour response request, will be sent via email to all voting faculty members on which they can vote YES or NO on the proposal.

- At least 44 voting members must vote in the survey within the 48-hour voting period for the vote to be validated. Assuming a validated vote, the majority of votes will determine the outcome of the proposal.