

Dean Edman's Email Message to Students, April 7, 2020:

Dear Respiratory, Rad Tech, and Nursing Students,

I hope everyone is well.

Everyone received a message last night from Dr. David Stout, President of Brookdale Community College about modifications to our college-wide grading system for the Spring 2020 semester. You will have options to choose pass/no credit grades, and to have extended time to choose to withdraw from classes. Faculty in some programs may need to use the in-progress grade so students can complete required activities that must be done in the face-to-face environment. The purpose of these policies changes is to provide some flexibility in this unprecedented situation. These changes are for spring 2020 only.

Some things to consider if you are considering the pass/no credit grade is how it might impact tuition reimbursement policies if your workplace is contributing towards your tuition. Please check if there is impact on scholarships or other benefits you receive. It will be your responsibility to determine if the university you plan on attending to complete your Bachelor's degree will accept this grading scheme. As Dr. Stout notes in his message, work closely with a Student Success Coach when making the decision to switch a letter grade of "C" or higher to a "Pass" grade. In the past, pass/no credit was frowned upon in career courses such as Nursing, Respiratory, and Rad Tech, but these times are unique and college norms are changing very quickly.

The In-progress grade is a faculty choice. Although Dr. Stout mentions NURS 212 as possibly using the grade, nursing faculty do not think they will need to do that at this time. It is much more likely this will be implemented for Rad Tech students. Rad Tech students should speak with Terry and Kathy.

In Health Science Institute courses, students with an incomplete grade in a pre-requisite course will not be able to enter the next course in the sequence until the incomplete is resolved. Health Science courses rarely use the incomplete grade. That will remain unchanged. Please stay current with all assignments and requirements.

I copied Dr. Stout's email at the bottom of this email in case you did not see his announcement.

I am very proud of the work students and faculty are doing to assure excellent health care providers going forth from Brookdale. You are brave and dedicated. Thank you all.

Sincerely,

Jayne Edman

Dr. Stout's message:

Pass/No Credit Grades

The Academic Standards Committee has agreed to the proposal for several modifications to our grading system for the Spring 2020 semester. At the end of this semester, your professors will assign letter grades as they normally do (A through F). Once you have a chance to see your letter grade and the impact on your grade point average (GPA), you'll be given the **choice** to switch any of your Spring 2020 grades to "Pass" or "No Credit."

- Students who earn a final letter grade of "C" or higher can choose to change the final grade to "Pass."
- Students who earn a final letter grade of "D" or "F" can choose to change the final grade to "No Credit."
- "Pass" and "No Credit" final grades will not count toward your GPA.
- Students choosing a final grade of "Pass" will earn credits for the course toward graduation and pre-requisites.
- Students choosing a final grade of "No Credit" will not earn credits for the course.
- Students will be required to sign a disclaimer expressing their understanding of the above points at the time of changing grading systems.

The presidents of most colleges in New Jersey have shown interest in allowing courses with "Pass" grades to transfer. However, there is not yet a formal written agreement from all colleges to transfer these courses. Along with the other presidents of NJ county colleges, I'll continue to fight for a written agreement in order to minimize any problems with transferring these credits, but I strongly recommend working closely with a Student Success Coach when making the decision to switch a letter grade of "C" or higher to a "Pass" grade.

In Progress & Incomplete Grades

The Academic Standards committee also approved an **"In Progress (IP)" grade** status for students who are currently enrolled in select classes with a mandatory requirement for in-person learning experiences that cannot be completed online. This grading option will be limited to a limited number of courses such as Automotive Technology, Nursing (preceptorship), Culinary Arts, Radiologic Technology, Television Production, Ceramics, Digital Animation, and 3D Design. In these cases, the whole class will be assigned an IP grade at the end of the semester, and the courses can be completed when our facilities re-open.

Further, the option to request an **"Incomplete" grade** can allow additional time for students to complete course work in other classes for which an IP grade does not apply. Students who are interested in this option must ask their professor if they are eligible for an Incomplete, discuss the requirements and timeframe for completing the course, and obtain the approval of the professor prior to grades being assigned in May.

Withdrawal Deadline

We hope that the options above will relieve some of the pressures that you might be experiencing as a result of our transition to remote learning. We also hope that these options will give you a few more reasons to persist through to the end of the semester. However, if you need to withdraw from a class, we have also decided to extend the withdrawal deadline until April 28. It is our hope that you don't need to withdraw from any courses so that you can stay on track with your goals. Don't forget, if you don't do well in any class in Spring 2020, you'll have the chance to change letter grades to "Pass" or "No Credit" after you see your final letter grade.

Services are Operating Remotely

- Remote Academic Advising for summer and fall registration is currently available at <https://www.brookdalecc.edu/academic-advising/>.

- If you have any questions about registration, academic records such as transcripts, or financial aid, our One Stop Call Center can be reached at 732-224-2020, Monday-Friday from 8:30am – 5:00pm.
- There are many resources linked on the Student's FAQ page that can help you succeed, from Library and Tutoring services to assistance with technology and social services:
<https://www.brookdalecc.edu/advancement/college-relations/brookdales-response-to-covid-19/information-for-students/>
- If you have any other questions or concerns, you can email COVIDquestions@brookdalecc.edu and a member of the Brookdale team will be there to help you.

On a final note, I want to thank the Academic Standards committee, the Governance Steering committee, and the administrative team that worked through the details to make the changes above. I'd also like to thank the faculty and staff who are working so hard to deliver the best learning and student support experiences possible under these circumstances. Finally, and most important, I want to thank you all, our students, for putting your faith and trust in Brookdale. We are proud to call you members of the Brookdale family and we look forward to helping you achieve your goals.

Please stay well.

David Stout, Ph.D.
President
Brookdale Community College