



June 24, 2020

## MEMORANDUM

TO: UH CCAO  
UH Registrars  
UH Campus Schedulers  
CCAO

FROM: Donald O. Straney, Ph.D.  
Vice President for Academic Planning and Policy

SUBJECT: Prerequisite and Transfer Guidance for COVID-19 CR/NC Courses

In response to the COVID-19 pandemic, [Executive Policy \(EP\) 5.211](#) was created to give students the opportunity to opt into a CR/NC grading option for select classes in the Spring 2020 semester. In an effort to assist campuses with the implementation of [EP 5.211](#), this memo aims to clarify issues related to the way that Spring 2020 “CR” grades should be handled with regard to prerequisites for subsequent registrations. There were several ways in which a student could have earned a “CR” grade in the Spring 2020 semester.

- **Traditional CR** - “CR” grade received for a class that: (1) ended prior to Spring Break, or (2) was only offered with the CR/NC grading option for all registering students.
- **COVID CR** - Letter grade converted to a “CR” grade as a result of a student opting into the COVID CR/NC grading option.
- **Transfer CR** - “CR” grade assigned to a course accepted in transfer, based on the receiving institution’s transfer policy.

[EP 5.211](#) states that “within the UH System, students will be ‘held harmless’ by the choice to select Credit/No Credit in Spring 2020” and that courses in which students received a grade of “Credit” will be recognized as “meeting any prerequisites for moving to the next course in a sequence or for transfer within the UH System”. To further clarify the application of EP 5.211 with regard to “CR” grades and prerequisite requirements:

- “Traditional CR” grades are not covered under this policy and will not have the same special treatment given to “COVID CR” grades.

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# COVID-19 CR/NC Option Prerequisite Scenarios

June 23, 2020

There were several ways in which a student could have earned a "CR" grade in the Spring 2020 semester.

- **Traditional CR** - "CR" grade received for a class that: (1) ended prior to Spring Break, or (2) was only offered with the CR/NC grading option for all registering students. The Banner registration system numerically equates a "CR" grade as the equivalent to a "C" grade, making these courses ineligible to meet the

the minimum requirement is a grade of "C+ or higher." To avoid the need to enter overrides semester to semester and ensure help with the notion of holding students are "held harmless," special COVID-19 test scores are to be added to course prerequisites and affected students' records to assist students using "COVID CR" grades towards prerequisites requiring grades of "C+" or higher. The proposed solution involves posting a test score in Banner for these students and when matched up, the student's test score will meet the "C+ or better" prerequisite requirement so they may successfully register for the class. It will also be required that the test score be added to the campus prerequisite rules. This also means the student's SOATEST record

- ensures the student will not meet a future prerequisite based on the COVID exception which no longer applies to them.
- If the student changes from a letter grade to a "COVID CR" grade, the appropriate test score should be added to the student's SOATEST record. This ensures that the student will be "held harmless" and can fulfill a "C+ or higher" prerequisite requirement.

Please note that overrides may still be necessary from time to time if students are granted late exceptions to opt in to the "COVID CR" option or if new prerequisites requiring a "C+" or higher are created. The appropriate office(s) would need to be notified regarding these types of updates for the test score solution to be updated to accommodate these new situations.

**Scenario 1:** Prereq for ICS 211 at Leeward is a grade of "B" or better in ICS 111  
 Prereq for ICS 211 at Manoa is a grade of "B" or better in ICS 111

| <i>Student</i>                  | <i>1</i>       | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> | <i>6</i> | <i>7</i>     | <i>8</i> | <i>9</i> | <i>10</i> | <i>11</i> | <i>12</i> | <i>13</i> | <i>14</i> | <i>15</i> | <i>16</i> | <i>17</i> | <i>18</i> | <i>19</i> | <i>20</i> | <i>21</i> | <i>22</i> |
|---------------------------------|----------------|----------|----------|----------|----------|----------|--------------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| ICS 111 taken in Spring 2020 at | <b>LEEWARD</b> |          |          |          |          |          | <b>MANOA</b> |          |          |           |           |           |           |           |           |           |           |           |           |           |           |           |

Original Grade Assigned by  
Faculty

141  
41

|              |    |    |    |    |    |    |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|----|----|----|----|----|----|
| 10           | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| <i>MANOA</i> |    |    |    |    |    |    |    |    |    |    |    |    |
|              | C+ | C  | C  | C- | C- | D+ | D+ | D  | D  | D- | D- | CR |

## COVID-19 CR/NC Option "C+" or better Prerequisite Test Score Solution

### Banner Central creates new COVID-19 test codes.

- COVID test codes will only be created for courses where at least one spring 2020 student opted into the COVID CR/NC grading option and received a "CR" grade in a course that serves as a prerequisite (for another course) requiring a grade higher than a "C" (e.g. C+, B-, B, etc.).
- A single test code will be created for each affected subject area.
- The test code's minimum/maximum scores represent the course number of the prerequisite course.
- All test codes built specifically to address this COVID-19 prerequisite issue will start with "C" and the description will clearly identify them as COVID-19 test scores.

### Campuses enter the test score in two places:

1. SCAPREQ/SSAPREQ/SMAAREA of the intended course (i.e. future course to be registered in)
  - SMAAREA - The test score should be added as a subset (i.e. "OR") for the same rule that contains the prerequisite requirement of a grade of "C+" or higher.

----- OR -----

- SSAPREQ/SCAPREQ Basic Prerequisites – The test score should be added as an "OR" to the same rule that contains the minimum prerequisite requirement of a grade of "C+" or higher.

2. SOATEST of the affected student

**Scenario 1:** Prereq for **ICS 211** is a grade of "B" or better in **ICS 111**.

Catalog & Schedule

- **ICS 211** SSAPREQ/SCAPREQ Basic Prerequisite
  - Add an "or" option of test code **CICS** with a score of **111**.

----- *OR* -----

- **ICS 211** SMAAREA
  - Add an "or" option of test code **CICS** with a score of **111**.