

Spring 2021

Significant Disruption (PS/NS) Grade Mode Student Guide

This document contains four topics:

1. [Resources for decision making](#)
2. [How to access the Significant Disruption \(PS/NS\) Grade Mode page](#)
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4. [How to choose the PS/NS Grade Mode Option for your eligible course](#)

After final grades have been posted for the semester, students will be able to choose between the standard grade type (A-F) or the PS/NS grade type for one (1) eligible course completed in Spring 2021.

Most students will choose to take the standard letter grade of C or better. For a C- grade, students should check their program requirements. Students who receive a D+, D, or D- grade may want to consider the PS grade. Students who receive an F grade will want to carefully consider the NS option.

Undergraduate Course: If the Significant Disruption (PS/NS) Grade Mode is selected for a course, a PS will replace a standard grade of A through D-. An NS will replace a standard grade of F.

Graduate Course: If the Significant Disruption (PS/NS) Grade Mode is selected for a course, a PS will replace a standard grade of A through C. An NS will replace a standard grade of F.

The PS/NS grade option will be available to students from 8:00 am (EST) May 4th to 5:00 pm (EST) May 5th, 2021. All decisions are final as of 5:00 pm (EST) on May 5, 2021.

Resources for Decision Making

In making the decision to retain standard letter grades or choose the PS/NS grade mode, it is critical for you to talk with faculty, advisors, financial aid, and family.

Frequently Asked Questions: Please visit the Office of the Registrar website:

<https://registrar.cofc.edu/grades/covid-19-spring-2021-grading-policy.php>

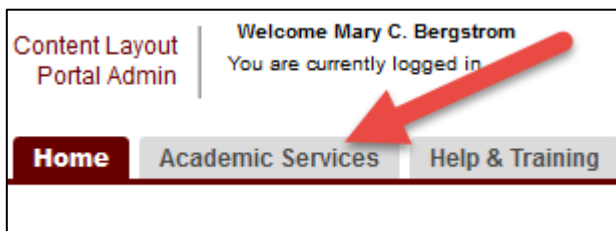
State Scholarships: For questions regarding how the PS/NS grade type will impact scholarship eligibility, please email meritscholarships@cofc.edu.

How to Access the Significant Disruption (PS/NS) Grade Mode Page in Banner Self Service

1. Login to **MyCharleston** (my.cofc.edu) after 8:00 am (EST) on May 4, 2021.



2. Click on the **Academic Services** tab.



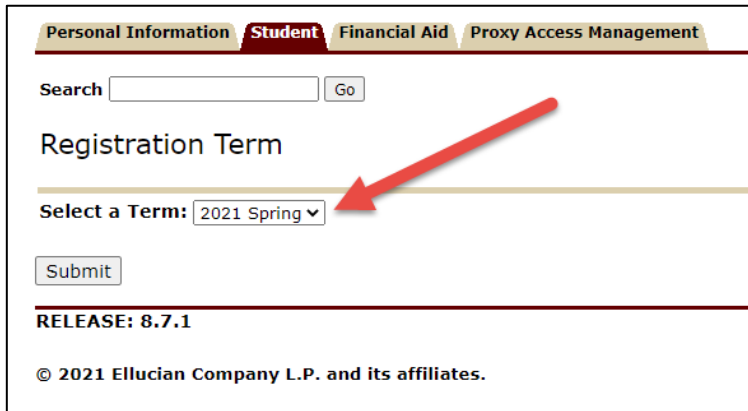
3. Look for the **Significant Disruption (PS/NS) Grade Mode** channel.

The image shows a screenshot of the "Significant Disruption (PS/NS) Grade Mode" channel. The title is "Significant Disruption (PS/NS) Grade Mode" with a red arrow pointing to it. The text below reads: "Students have the option of selecting the PS/NS grade type for one eligible course completed this semester. In making the decision to retain a standard grade or choose the PS/NS grade type, it is critical for students to talk with their faculty, advisors, financial aid, and family. Additional information can be found on the Office of the Registrar website: <https://registrar.cofc.edu/grades/covid-19-spring-2021-grading-policy.php>
Detailed instructions for navigating the PS/NS grade mode selection process can be found on the Office of the Registrar website: <https://registrar.cofc.edu/grades/ps-ns-guide-spring-2021.pdf>
This option will open for students starting at 8:00 am (EST) on May 4, 2021. The decision deadline is 5:00 pm (EST) on May 5, 2021. All decisions are final.
Open Significant Disruption (PS/NS) Grade Mode

4. Click the link **“Open Significant Disruption (PS/NS) Grade Mode”**

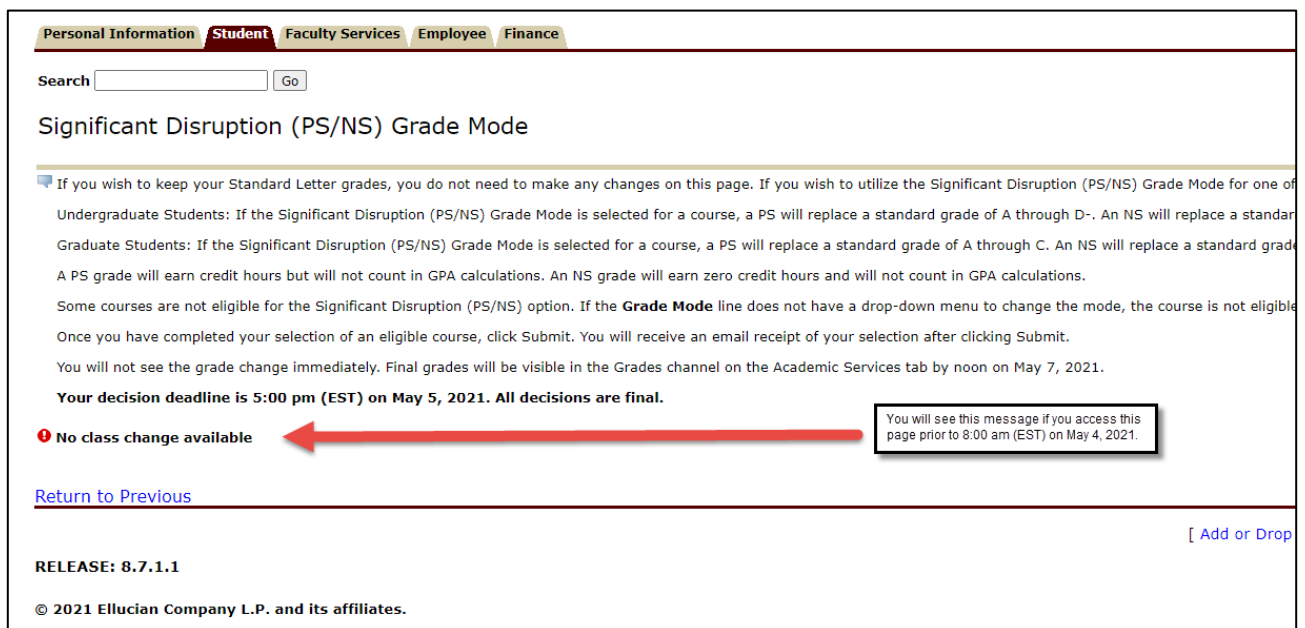
The image shows a screenshot of the "Significant Disruption (PS/NS) Grade Mode" channel, identical to the previous one. A red arrow points to the link "Open Significant Disruption (PS/NS) Grade Mode" at the bottom of the channel.

5. If prompted, choose **Spring 2021** from the **Select a Term** drop-down menu and click **Submit**.



The screenshot shows a web interface with a navigation bar containing 'Personal Information', 'Student', 'Financial Aid', and 'Proxy Access Management'. Below the navigation bar is a search field with a 'Go' button. The main heading is 'Registration Term'. Underneath, there is a 'Select a Term:' label followed by a dropdown menu currently displaying '2021 Spring'. A red arrow points to this dropdown menu. Below the dropdown is a 'Submit' button. At the bottom of the page, it says 'RELEASE: 8.7.1' and '© 2021 Ellucian Company L.P. and its affiliates.'





6. The **Significant Disruption (PS/NS) Grade Mode** page will load. If you access this page prior to May 4, 2021, the page will load but your courses or grades will not appear on the page until it officially opens at 8:00 am (EST) on May 4th.



The screenshot shows a web interface with a navigation bar containing 'Personal Information', 'Student', 'Faculty Services', 'Employee', and 'Finance'. Below the navigation bar is a search field with a 'Go' button. The main heading is 'Significant Disruption (PS/NS) Grade Mode'. Below the heading is a large block of text explaining the grade mode options for undergraduate and graduate students. A red arrow points to a message that says 'No class change available'. To the right of this message is a box containing the text: 'You will see this message if you access this page prior to 8:00 am (EST) on May 4, 2021.' Below the message is a 'Return to Previous' link. At the bottom right, there is a link that says '[Add or Drop'. At the bottom of the page, it says 'RELEASE: 8.7.1.1' and '© 2021 Ellucian Company L.P. and its affiliates.'

How to View Your Grades

1. On **May 4, 2021**, you will be able to view your grades on the Significant Disruption (PS/NS) Grade Mode page in Banner Self-Service. Your grades will **not** be located in the normal Student Grades channel on the Academic Services tab in MyCharleston or Degree Works until they are finalized. Once the PS/NS decision period closes, final grades will be available to students on the Student Grades channel under the Academic Services tab in MyCharleston by noon on May 6, 2021.
2. Follow the instructions in the first section of this document regarding [how to access the Significant Disruption \(PS/NS\) Grade Mode Page](#).
3. Once you have accessed the page, a **list of your courses** and their **assigned grades** will appear underneath the page instructions.

Learning Strategies	
Course:	20290 EDLS 100 03
Credit Hours:	0.000
Grade Mode:	
Course Grade:	A^ 
Course Level:	Undergraduate
Financial Accounting	
Course:	20001 ACCT 203 02
Credit Hours:	3.000
Grade Mode:	Standard Letter 
Course Grade:	B+ 
Course Level:	Undergraduate
Resources for Research	
Course:	21742 LIBR 105 05
Credit Hours:	1.000
Grade Mode:	Standard Letter 
Course Grade:	D- 
Course Level:	Undergraduate
<input type="button" value="Submit Changes"/> <input type="button" value="Reset"/>	

How to Choose the PS/NS Grade Option for Your Eligible Course

1. Follow the instructions in the first section of this document regarding [how to access the Significant Disruption \(PS/NS\) Grade Mode Page](#).
2. If you would like to switch an eligible course to the **Significant Disruption (PS/NS)** grade mode, use the **drop-down menu** next to **Grade Mode** to select it. If one of your courses does not have a drop-down menu in the Grade Mode section, it is not eligible for the PS/NS grade option. Not all courses are eligible for the PS/NS grade. For additional information on eligible courses, please visit: <https://registrar.cofc.edu/grades/covid-19-spring-2021-grading-policy.php>

Learning Strategies
Course: 20290 EDLS 100 03
Credit Hours: 0.000
Grade Mode:
Course Grade: A^
Course Level: Undergraduate

Financial Accounting
Course: 20001 ACCT 203 02
Credit Hours: 3.000
Grade Mode: Standard Letter
Course Grade: B+
Course Level: Undergraduate

Resources for Research
Course: 21742 LIBR 105 05
Credit Hours: 1.000
Grade Mode: Standard Letter
Course Grade: D-
Course Level: Undergraduate

Submit Changes

Grade Mode is blank because this course is not eligible for the PS/NS grade mode.

Use the drop-down to select Significant Disruption (PS/NS) for this course if you wish.

Use the drop-down to select Significant Disruption (PS/NS) for this course if you wish.

Click Submit when finished.

3. Once you have completed your selection, click **Submit**. You may only select the PS/NS option for one (1) eligible course completed in Spring 2021. An email receipt will be sent to your college-issued email account for each request.
4. You may change your selection during the decision period (8:00 am (EST) May 4th to 5:00 pm (EST) May 5th, 2021). **All decisions are final as of 5:00 pm (EST) on May 5, 2021.**
5. The course letter grade will not change on this page. You are submitting a request to modify the grade mode for the grade. The Office of the Registrar will update PS/NS grades once the May 5th deadline expires. **Final grades** will be visible in the

Student Grades channel on the **Academic Services** tab in **MyCharleston** by **noon** on **May 6, 2021**.