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
3. How to view your grades
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.


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.

4. Click the link “Open Significant Disruption (PS/NS) Grade Mode”
5. If prompted, choose **Spring 2021** from the **Select a Term** drop-down menu and click **Submit**.

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.
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.

![Image showing grades for different courses](image-url)
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](https://registrar.cofc.edu/grades/covid-19-spring-2021-grading-policy.php)

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.