**Spring 2020**

**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 Courses](#)

A new grade option has been created for the Spring 2020 semester. Students will be able to choose between the standard grade type (A-F) or the new PS/NS grade type for each eligible course completed in Express II or full-semester Spring 2020. Students may choose the PS/NS option for one, some, or all their eligible courses.

**Undergraduate Courses:** If you select the PS/NS grade type, a PS will replace standard grades A through D-. An NS will replace standard grades F and WA.

**Graduate Courses:** If you select the PS/NS grade type, a PS will replace standard grades A-C. An NS will replace the standard grade F.

The PS/NS grade option will only be available to students from 12:01 am (EST) May 5th to 11:59 pm (EST) May 6th, 2020.

**Resources for Decision Making**

In making the decision to retain standard letter grades or choose the new 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-grading-policy.php](https://registrar.cofc.edu/grades/covid-19-grading-policy.php)

**Decision Making Resources:** The Center for Academic Performance and Persistence is a valuable resource for students making these decisions. View decision making trees by visiting the CAPP website: [https://capp.cofc.edu/covid-19-spring-2020-grading-policy/index.php](https://capp.cofc.edu/covid-19-spring-2020-grading-policy/index.php) A helpful video is also available on YouTube: [https://www.youtube.com/watch?time_continue=1&v=shm-TPh8m7A&feature=emb_logo](https://www.youtube.com/watch?time_continue=1&v=shm-TPh8m7A&feature=emb_logo)

**State Scholarships:** For questions regarding how the PS/NS grade type will impact scholarship eligibility, please email [meritscholarships@cofc.edu](mailto: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) on May 5, 2020.

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 2020** from the **Select a Term** drop-down menu and click **Submit**.

![Select a Term dropdown menu](image)

6. The **Significant Disruption (PS/NS) Grade Mode page** will load. If you access this page prior to May 5, 2020, the page will load but your courses or grades will not appear on the page until it officially opens on May 5th.

![Significant Disruption (PS/NS) Grade Mode page](image)
How to View Your Express II and Full Semester Letter Grades

1. On **May 5, 2020**, you will be able to view your Express II and full-semester 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 until they are finalized on May 7, 2020.

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.
How to Change a Standard Letter Grade Mode to the PS/NS Grade Mode

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-grading-policy.php
3. Once you have completed your selections, click **Submit**. An email receipt will be sent to your college-issued email account for each request.

4. You may change your selections during the two-day period (May 5th and 6th, 2020). All decisions are final as of 11:59 pm (EST) on May 6, 2020.

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 6th deadline expires. **Final grades** will be visible in the **Student Grades channel** on the Academic Services tab by **noon on May 7, 2020**.