



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

A handwritten signature in black ink that reads 'Donald O. Straney'.

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.

- Unless the “transfer CR” was granted for a course taken in Spring 2020 and the student opted into the “COVID CR/NC” grading option at the campus where the course was taken, “Transfer CR” grades are not covered under this policy.

However, for those courses that have prerequisite rules that require a grade higher than a “C” to move on to the next course in a sequence, a registration override would have been needed to allow this to happen. Therefore, to avoid the need to enter overrides semester to semester and ensure that students who had opted for the COVID CR grade are “held harmless,” Banner Central has developed special COVID-19 test scores to add to course prerequisites and affected students’ records. When matched up, the student’s test score will meet the “C+ or better” prerequisite requirement so the student may successfully register for the class. Further details are available in the attached documentation.

The attached document was discussed in a joint meeting of Banner staff, registrar/records staff, and advisors, and system administrators and provides examples of some of the scenarios that students may face and provides a visual of how EP 5.211 should be managed.

Please direct questions to Merrissa Brechtel at merrissa@hawaii.edu.

Attachment

c: CSSAO

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, or (3) student opted for CR/NC before the COVID CR/NC option became available at the end of the semester.
- **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.

The Banner registration system numerically equates a “CR” grade as the equivalent to a “C” grade, making these courses ineligible to meet the prerequisite when 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 that if the student is granted a late Spring 2020 grade change to or from a “COVID CR/NC” grade, their test score record must be corrected to also reflect that change:

- If the student changes from “COVID CR” back to a letter grade, the associated test score should be removed from the student’s SOATEST record. This 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 2:**
- Prereq for ICS 241 at Leeward is a grade of “C” or better in ICS 141
 - Prereq for ICS 241 at Manoa is a grade of “B” or better in ICS 141

<i>Student</i>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
ICS 141 taken in Spring 2020 at	LEEWARD						MANOA																
Original Grade Assigned by Faculty	B or higher	C	C	D	D	CR	B or higher	B-	B-	C+	C+	C	C	C-	C-	D+	D+	D	D	D-	D-	CR	
Final grade after opting to convert to COVID-19 CR/NC	CR	CR		NC			CR	CR		CR		CR		NC		NC		NC		NC			
Grade assigned in transfer to MAN	CR	CR	CR	NC	CR	CR																	
Grade assigned in transfer to LEE							CR	CR	B	CR	C	CR	C	not eligible	C	not eligible	D	not eligible	D	not eligible	not eligible	not eligible	CR
Eligible for ICS 241 at MAN	●	●	X	X	X	X	●	●	X	●	X	●	X	X	X	X	X	X	X	X	X	X	X
Eligible for ICS 241 at LEE	●	●	●	X	X	●	●	●	●	●	●	●	●	X	●	X	X	X	X	X	X	X	●

- Scenario 3:**
- Prereq for CHEM 251 at Windward is a grade of “D” or better in CHEM 151
 - Prereq for CHEM 251 at Manoa is a grade of “D-” or better in CHEM 151

<i>Student</i>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
CHEM 151 taken in Spring 2020 at	WINDWARD						MANOA																
Original Grade Assigned by Faculty	B or higher	C	C	D	D	CR	B or higher	B-	B-	C+	C+	C	C	C-	C-	D+	D+	D	D	D-	D-	CR	
Final grade after opting to convert to COVID-19 CR/NC	CR	CR		NC			CR	CR		CR		CR		NC		NC		NC		NC			
Grade assigned in transfer to MAN	CR	CR	CR	NC	CR	CR																	
Grade assigned in transfer to WIN							CR	CR	B	CR	C	CR	C	not eligible	C	not eligible	D	not eligible	D	not eligible	not eligible	not eligible	CR
Eligible for CHEM 251 at MAN	●	●	●	X	●	●	●	●	●	●	●	●	●	X	●	X	●	X	●	X	●	X	●
Eligible for CHEM 251 at WIN	●	●	●	X	●	●	●	●	●	●	●	●	●	X	●	X	●	X	●	X	X	X	●

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.

Test Code *	Description *	Maximum Number of Positions *	Data Type *	Minimum Score	Maximum Score
CBIOL	COVID-19 BIOL CR/NC prereq	3	<input checked="" type="checkbox"/>	000	999
CCHEM	COVID-19 CHEM CR/NC prereq	3	<input checked="" type="checkbox"/>	000	999
CENG	COVID-19 ENG CR/NC prereq	3	<input checked="" type="checkbox"/>	000	999
CHIST	COVID-19 HIST CR/NC prereq	3	<input checked="" type="checkbox"/>	000	999
CICS	COVID-19 ICS CR/NC prereq	3	<input checked="" type="checkbox"/>	000	999
CMATH	COVID-19 MATH CR/NC prereq	3	<input checked="" type="checkbox"/>	000	999

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.

Set	Subset	Rule	Subject	Course Number Low	Course Number High	Use Catalog	Course Attribute	Student Attribute	Year Rule	Minimum Grade
1		001	ICS	141		<input type="checkbox"/>				B
	1	002				<input type="checkbox"/>				

Required Credits	Connector Required *	Required Courses	Maximum Credits	Connector Maximum *	Maximum Courses	Must Take In or After Term	Must Take Before Term
None			None				
None			None				

Course In GPA	Compliance Credits	Compliance Courses	Concurrent Enrollment Allowed	Test	Test Score Minimum	Test Score Maximum
<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	CICS	141
<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		

----- 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.

And/Or	'I'	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency	'J'
Or		CICS	141	ICS	141	UG	B (None)	(None)	

2. SOATEST of the affected student who received a “COVID CR” in the Spring 2020 prerequisite course

Test Code *	Description	Test Score *	Test Date *
CICS	COVID-19 ICS CR/NC prereq	141	06/08/2020

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 minimum and maximum score of **111**.*

Student

- SOATEST – Enter **CICS** test code with a score of **111**.

Scenario 2: Prereq for **ICS 241** is a grade of “B” or better in **ICS 141**.

Catalog & Schedule

- **ICS 241** SSAPREQ/SCAPREQ Basic Prerequisite
 - Add an “or” option of test code **CICS** with a score of **141**.
- OR -----
- **ICS 241** SMAAREA
 - Add an “or” option of test code **CICS** with a minimum and maximum score of **141**.*

Student

- SOATEST – Enter **CICS** test code with a score of **141**.

Scenario 3: Prereq for **CHEM 251** is a grade of “D” or “D-” in **CHEM 151**.

Since “CR” is already numerically greater than “D” or “D-,” test score intervention is not needed.

**Banner will not allow you to initially save the new SMAAREA entry when the minimum and maximum scores are the same. You must first save the entry with only the minimum score entered and the maximum score left blank. After receiving the green confirmation of the save, return to the same line entry and add the maximum score and save.*