



## ADMINISTRATIVE POLICY #30-04 PASS/FAIL POLICY

**Policy Title:** Pass/Fail Policy

**Policy Type:** Administrative

**Policy Number:** 30-04 (2021)

**Approval Date:** 11/04/2021

**Responsible Office:** Office of the Provost and Vice President for Academic Affairs

**Responsible Executive:** Provost and Vice President for Academic Affairs

**Applies to:** Students

### POLICY STATEMENT

Norfolk State University supports students by providing a high quality education to a culturally and ethnically diverse student population. In an effort to help students succeed, the Pass/Fail Grading Policy was developed. The policy establishes the foundation for courses that students can take and receive a grade of pass or fail rather than a letter grade.

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### DEFINITIONS

**Pass/Fail:** An option which provides an opportunity for students to take a course for credit but without grade quality points (i.e., an earned grade of “P” is awarded course credit but no quality points; and a grade of “F” is equivalent to a regular failing grade with no credit or quality points).

### CONTACT(S)



## **ADMINISTRATIVE POLICY #30-04 PASS/FAIL POLICY**

The Office of the Provost and Vice President for Academic Affairs officially interprets this policy. The Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) *Creating and Maintaining Policies* throughout the appropriate governance structures. Questions regarding this policy should be directed to the Office of the Provost and Vice President for Academic Affairs.

### **STAKEHOLDER(S)**

University Community

### **PASS/FAIL POLICY CONTENTS**

#### **I. Criteria**

Students may enroll in an approved course that can be used to clear a subject requirement outside of the individual's major field of study. No courses that are a part of a student's major field of study can be taken as pass/fail courses. If the student takes a course in a field then changes his or her major to the field of study in which the P/F was offered, the letter grade will be used on the student's transcript. The student will receive a grade of pass in the designated course as long as he or she receives a grade of "C" (2.0) or better. Courses taken on a pass/fail basis must be accompanied by documentation of a grade of "C" or better.

The total number of credit hours awarded as pass or fail grade shall not exceed 12 for any student's entire degree program. Students transferring to NSU are given credit for coursework with a grade of "C" or better from regionally accredited institutions of higher education. Courses taken on a pass/fail basis may be considered for transfer credit if the official college or university transcript or official attachments indicate that a passing grade is equivalent to a grade of "C" or better. No more than 30 pass/fail semester credit hours may be considered for transfer credit. Once the student makes the decision to take a course as a P/F option, the decision cannot be changed by the student.

#### **II. Eligible Courses**

- GST 200
- Undergraduate Courses (transfer credits from institutions where the Pass/Fail grading system prevails)
- Graduate Courses (transfer credits from institutions where the Pass/Fail grading system prevails)

### **EDUCATION AND COMPLIANCE**

The dean of each college/school shall be responsible for making sure that all faculty/staff advisors within that college/school receive training on the requirements of this policy on an annual basis or whenever there is a change in advisors. Records of training will be maintained by each



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college/school, and a copy will be forwarded to the Office of the Provost and Vice President for Academic Affairs.

To ensure conformity to the requirements of this policy, the dean of the college/school and the Office of the Provost and Vice President for Academic Affairs will monitor for compliance with this policy. Violations of this policy will be reported to the Office of the Provost and Vice President for Academic Affairs as necessary. Noncompliance with this policy may conflict with the Southern Association of Colleges and Schools Commission on Colleges' policy on awarding credits toward a degree.

### **PUBLICATION**

The Pass/Fail Policy will be published and disseminated to the University community. The Office of the Provost and Vice President for Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
- Submit the Pass/Fail Policy for inclusion in the online Policy Library within 14 days of approval;
- Post the Pass/Fail Policy on the Academic Affairs website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

### **REVIEW SCHEDULE**

- Next Scheduled Review: 11/04/2024
- Approved by, date: President, 11/04/2021
- Revision History: June 3, 2005; April 16, 2018; April 27, 2021
- Supersedes: NSU Policy # 30:012 Pass/Fail Policy

### **RELATED DOCUMENTS**

There are no related documents associated with this policy.

### **FORMS**

There are no forms associated with this policy and procedures.