



**Interim Policy # 2 (2021) Pass/No Pass Policy for Undergraduate and Graduate Students Spring 2021**

**Policy Title:** Pass/No Pass Policy for Undergraduate and Graduate Students

**Policy Type:** Interim Policy

**Policy Number:** Interim Policy # 2 (2021)

**Approval Date:** March 24, 2021

**Responsible Office:** Academic Affairs

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

**Applies to:** Undergraduate and Graduate Students

**POLICY STATEMENT**

Norfolk State University supports students by providing a high-quality education to a culturally and ethnically diverse student population. To support student efforts to succeed (during the COVID-19 pandemic), the Interim Pass/No Pass Grading Policy was developed. The policy establishes a foundation such that students can take and receive a grade of P/P-/NP rather than a letter grade. For the Spring 2021 semester, Norfolk State University is instituting temporary adjustments to the *Administrative Policy # 30- 04 (2014) Pass/Fail Policy*.

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**DEFINITIONS**

**Pass/No Pass:** An option that offers students the opportunity 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; a grade of “NP” is equivalent to a regular failing grade – no credit or quality points).

**P:** Grade of pass for Undergraduate Students (equivalent to letter grade of A, B or C) is awarded for certain courses to denote satisfactory completion of requirements equivalent to the letter grades of A-C. The grade of P is not included in the calculation of GPA. The grade of P will satisfy course requirements of a minimum grade of C to advance to another course.

For Graduate Students, the P is equivalent to letter grade of A or B.

**P-:** Grade of P- (equivalent to letter grade of D for undergraduates) is awarded for certain courses to denote satisfactory completion of requirements equivalent to the letter grade of D. The grade of P- is not included in the calculation of GPA. The grade of P- will not satisfy course requirements of a minimum grade of C to advance to another course and students may have to retake the course if they change their major and a minimum letter grade of C was required.

For Graduate Students, the P- is equivalent to letter grade of B- or C. The grade of P- will not satisfy course requirements for programs with a minimum grade requirement of B and students may have to retake the course. For programs that accept a B- as the minimum grade requirement, students will receive the P grade and may not have to retake the class.

**NP:** Grade of No Pass (equivalent to letter grade of F) is considered not passing and is not included in the calculation of the GPA.

For Graduate Students, the NP is equivalent to letter grade of D or F.

## **CONTACT(S)**

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)**

Undergraduate Students; Graduate Students; Faculty.

## **PASS/NO PASS POLICY CONTENTS**

### **I. Criteria**

1. Students should consult with an advisor to understand the implications of their decision. Instructors of record will not be aware of the student's choice. Each faculty member will evaluate student performance in the course consistent with expectations outlined in the course syllabus. If a student has opted for the Pass/No Pass grade option, the assigned grade will be converted to the appropriate Pass/No Pass designation pursuant to the letter grade earned. For example, the instructor would enter a letter grade (A, B, C, D, F) as usual. If an Undergraduate student has chosen the Pass/No Pass grade option, then grades A, B or C become a P; a grade of D becomes a P-; and a grade of F becomes a NP.

2. Students will have the opportunity to select the Pass/No Pass grade option when completing course evaluations. All decisions by students are final and irrevocable. Students may select the Pass/No Pass grading option for (a) all of their Spring 2021 courses, (b) some of their courses, or (c) just one of their courses.
  - **Mini-Term A Students:** Course evaluations will open on March 1, 2021 and close on March 12, 2021. Miniterm A students must indicate the Pass/No Pass grading option on or before **March 12, 2021**, when completing course evaluations.
  - **May 2021 Graduating Seniors:** Course evaluations will open on May 1, 2021 and close on May 14, 2021. Students graduating in May 2021 must indicate the Pass/No Pass grading option on or before **May 5, 2021**, when completing course evaluations.
  - **All Other Students:** Course evaluations will open on May 1, 2021 and close on May 14, 2021. Students who choose the Pass/No Pass grading option **MUST** indicate that option on or before **Friday, May 14, 2021**, when completing course evaluations.
3. Students may select the traditional grading option (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F) for (a) all of their Spring 2021 courses, (b) some of their courses, or (c) just one of their courses.
4. For the final grading period, faculty will submit traditional grades for students who have selected the traditional grading option for one or more courses.
5. Once a student selects the traditional grading option, this option is final. The student cannot modify this grading option afterwards.
6. Dean's List criteria remain unchanged; to be eligible for consideration, students must have 12 credits with traditional grades.
7. The Pass/No Pass Grade Option is only available for courses completed in the Spring 2021 term.

## **PUBLICATION**

The Interim Pass/No Pass Policy will be published and disseminated to the University community-at-large. 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-at-large within 14 days of approval;
- Submit the Interim Pass/No Pass Policy for Undergraduate and Graduate Students for inclusion in the online NSU Policy Library within 14 days of approval;
- Post the Interim Pass/No Pass Policy for Undergraduate and Graduate Students 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:

Approved by date:

Supersedes: *NSU Administrative Policy #30-04 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.*