Interim Policy # 3 (2020) Pass/No Pass Policy for Undergraduate and Graduate Students Fall 2020

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

Policy Type: Interim Policy

Policy Number: Interim Policy # 3 (2020)

Approval Date: 11/02/2020

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 Fall 2020 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) 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 C.

**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. Course evaluations will open on November 6, 2020 and close on November 18, 2020. Students who choose the Pass/No Pass grading option MUST indicate that option on or before Friday, November 18, 2020, 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 Fall 2020 courses, (b) some of their courses, or (c) just one of their courses.

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 Fall 2020 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 Fall 2020 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: 02/04/2021

Approved by date: 11/02/2020

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.