



# CATALOG ADDENDUM

2019-2020 Academic Catalog: Version 1

## Abstract

The following content does not appear in the 2016-2017 Undergraduate Catalog, but is valid for the 2016-2017 academic year

Student Records Office

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## WHAT IS AN ADDENDUM?

Hilbert College publishes a full Catalog every year. The Addendum contains important information that has been updated throughout the past year.

The following question and answer section is designed to respond to common questions about how to use this important document. As always, it is recommended that students seek the guidance of counselors for course, program and transfer planning. In this way, you will be able to access all the most up-to-date information available.

Q. Why do we have an Addendum?

A. In the event that changes or additions are made to existing catalog content, it is important to have a web document that helps students and staff locate all of these changes.

Q. How do I use the Addendum?

A. The Addendum is to be used alongside the 2019-2020 catalog, not in isolation. Check your program and course of interest to see if there have been any changes.

Q. Does the Addendum supersede the Catalog?

A. The Addendum is just that: an addition to the 2019-20 Catalog. Whatever is listed in the Addendum in terms of new policies, new courses and/or new program requirements does supersede what is in the Catalog. However, in terms of Catalog rights, if you began a program in Fall 2018 or Spring 2019, you will be able to adhere to the requirements listed in the 2018-2019 Catalog as long as you have no break in enrollment until the time of your completion. Once again, if you have questions about programs and courses, see a counselor.

Q. Where can I find the Addendum?

A. The Addendum is on the web and can be accessed from the Student Records Office at [www.hilbert.edu](http://www.hilbert.edu).

We hope this document will be helpful to you. It has been prepared as carefully as possible to include all information available as of September 8, 2020. Hilbert College reserves the right to make changes as needs require, and to change, without notice, any of the information, requirements, and regulations in the Course Catalog and the Catalog Addendum. If you have questions about the content or any other part of this document, please contact the Student Records Office at [studentrecords@hilbert.edu](mailto:studentrecords@hilbert.edu).

## PASS/FAIL POLICY

Due to the COVID-19 pandemic resulting in the cancellation of in person classes, all students are eligible to declare a pass/fail for their classes for the Spring 2020 semester only.

### UNDERGRADUATE COURSES

At the end of the semester, all faculty will submit course grades (A-F) to student records. Student's will have 7 business days after grades are posted to notify student records to move courses to pass/fail grading if they elect to do so. There are no restrictions on which courses or on how many courses can be elected as pass/fail. Students can make the decision on a course-by-course basis.

### GRADUATE COURSES

At the graduate level, the grading system of S/U (satisfactory/unsatisfactory) is already in place. For courses that do not use this grading system, students will have 7 days after grades are posted to choose to move your courses to S/U grading.

Important Considerations for P/F and S/U grades:

- The decision to switch to pass/fail is irreversible.
- Students earning an equivalent of "D-" or better will be awarded a grade of "P" or "S" with the following exception:
  - Courses that are required to have a "C" or better to move on to the next course cannot convert a grade to a "P" if the grade is a "C-" or less. These courses include but are not limited to lab sciences and accounting courses.
- Any course a student elects to convert to a "P" grade is NOT computed into a student's semester or cumulative GPA.
- A grade of "F" (failing) is recorded normally and computed into a student's GPA.
- A repeated course may be converted to a "P" or "S" grade, with knowledge that the student loses the benefit of improving their GPA, though the credits will still count toward major and degree requirements.
- Conversion to pass/fail cannot be done prior to grades being posted.
- The decision to allow this flexibility is a direct acknowledgment of this unprecedented situation. We expect our remote courses to maintain the highest quality instruction possible. We expect you to continue to seek the most from your courses. Faculty advisors are ready to assist in determining what is in your own best interest in the short- and long-term.