

## **What to Ask Yourself Before Requesting A Pass/Fail Grade for Spring 2020**

**What are the exact details of the Expanded Pass/Fail policy for spring 2020?**

**How much time do I have to make decisions about requesting Pass/Fail grades for some or all of my courses?**

**How would the Pass/Fail grading option impact my GPA and credits earned toward my degree?**

**How would the Pass/Fail option impact my workload?**

**When should I consider withdrawing from a course instead?**

**Is electing for a P/F a good option for me?**

**I'm a student on academic probation. Is taking a course P/F a good option for me?**

**I am a student athlete, is taking a course P/F a good option for me?**

**I am an HEOP student. Is taking a course P/F a good option for me?**

**I am a student with Veteran Benefits. Is taking a course P/F a good option for me?**

**How will declaring a P/F impact my financial aid and scholarships?**

**Are there types of courses for which there may be special considerations before requesting a P/F grade?**

**How would I submit a P/F request?**

**What if I still have questions?**

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**What are the exact details of the Expanded Pass/Fail policy for spring 2020?**

For spring 2020 only, Hilbert College has instated a pass/fail for both undergraduate and graduate students. Students may choose Pass/Fail for any, all, or none of their courses this

semester. Receiving a grade of "P" earns students credit for their courses but awards a non-punitive grade, meaning the grade will not be calculated into their final GPA. A grade of "F" (failing) is recorded normally and computed into a student's GPA.

### How much time do I have to make decisions about requesting Pass/Fail grades for some or all of my courses?

At the end of the semester, all faculty will submit course grades (A-F) to student records by May 17<sup>th</sup>. Students will have 7 business days after grades are due to notify student records to move courses to pass/fail grading if they elect to do so.

### How would the Pass/Fail grading option impact my GPA and credits earned toward my degree?

A course with a P earns credit-hours toward the degree without impacting your GPA. A course with an F earns no credit and will be counted against your GPA.

- Undergraduate students who choose this option must earn a "D-" or better to receive a P.
- 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.

### How would the Pass/Fail option impact my workload?

***The advantage of the P/F grade option is primarily to lower your stress by limiting impact on GPA.*** Under the Pass/Fail option, students are still expected to complete all course work, including the final exam, project, or paper.

### When should I consider withdrawing from a course instead?

The option to withdrawal has been extended to May 1<sup>st</sup>. Students should have an idea by this time whether or not they are going to pass or fail a course. If a student believes they are going to fail, they should elect to withdraw in order to avoid receiving a grade of "F".

- A grade of W is not calculated in the GPA and earns no credits. Remember there can be financial aid consequences to course withdrawal and all withdrawals will be reviewed by the Financial Aid office to identify any implications.

### Is electing for a P/F a good option for me?

Choosing a P/F is completely up to the student. Some things to consider are:

- Did the grade I receive in the class impact my GPA negatively?
- Do I feel I would have received a better grade courses were not converted to online?

### I'm a student on academic probation. Is taking a course P/F a good option for me?

Students on academic probation are working to raise their grade point average. A grade of P will not lower nor raise your GPA. If the grade you received increased your GPA, it is best to keep that grade as is. Students on probation/dismissal for the spring 2020 semester will be evaluated on a case by case basis given the unprecedented circumstances.

### I am a student athlete, is taking a course P/F a good option for me?

Student athletes are required to meet certain eligibility benchmarks (cumulative GPA and progress towards degree) each semester. To ensure the P/F option will not impact these requirements, please consult with Mike Carbery, NCAA Compliance and Student Services Coordinator, prior to taking a P/F.

### I am an HEOP student. Is taking a course P/F a good option for me?

Students in the HEOP program are expected to meet certain GPA and academic progress requirements. To ensure the P/F option will not impact these requirements, please contact Courtney Witherspoon, HEOP Director, prior to taking a P/F.

### I am a student with Veteran Benefits. Is taking a course P/F a good option for me?

The Veteran's Administration does not prevent students from taking a course or courses as P/F. Students with Veteran Benefits should consult the previous points to determine if a P/F is a good option for them.

### How will declaring a P/F impact my financial aid and scholarships?

Declaring P/F for one or more courses will not change how federal or state financial aid eligibility is determined.

Merit Scholarship renewals will continue to be evaluated based on GPA. If a student does not meet requirements for renewal due to the online transition, the option to appeal the decision will be made available.

### Are there types of courses for which there may be special considerations before requesting a P/F grade?

- **Courses for prerequisite courses:** Certain major courses require students to have a minimum grade in prerequisite courses to progress to the next course. Although you may take the course P/F, for some of these courses, you may still need to earn the original minimum grade to progress.
  - Ex. If you opted for a P/F in a class that needs a "C" to progress and you earned a "B" in the class that was converted to a "P", you could progress to the next

course. In the same course, if you earned a “D”, you would not be eligible to elect for P/F.

- **Courses of importance to pre-professional programs:** Many professional graduate programs discourage student from taking certain key courses on a P/F basis. This is especially true for pre-health students interested in the medical, dental, or veterinary school. These schools may not accept a “P” as a grade for a required prerequisite course into their program.

### How would I submit a P/F request?

- The request can be made by logging into your Self-Service account and going to “My Profile” and selecting “Student Record Forms”.
  - ***The P/F form will be made available May 11<sup>th</sup>***
- Should your request be denied due to any of the above listed reasons, you will be contacted within 2-3 business days of submitting the request.
- ***Requests can be made once a grade has been posted for the course.***
- ***If there is no grade when the submission is received it will be rejected and a new request will need to be made once the final grade is posted.***
- ***The last day to make a request is May 27<sup>th</sup>.***

### What if I still have questions?

If you are still unsure whether or not you should request a P/F grade(s), you should first consult your academic advisor, the Coordinator for Academic Advisement, or the Director for Student Success and Retention.

All questions regarding the process of declaring a pass/fail can be directed to [studentrecords@hilbert.edu](mailto:studentrecords@hilbert.edu).