Fall 2020 Pass/Fail (P/F) Grading Option

Due to the continued disruption caused by the COVID-19 pandemic, students may select the Pass/Fail grading option for ONE individual Fall 2020 course in COIN until **Tuesday, December 8, 2020**. The selection cannot be reversed after this date.

Pass/Fail Option

1. The Pass/Fail option is not available to Freshmen Undergraduate, Graduate or Law students.

2. Sophomores, Juniors, and Seniors may select a Pass/Fail Option for one course per semester for up to a maximum of four courses (excluding all Spring 2020 P/NC graded courses), except in the following cases:
   a. any course specified as a degree requirement;
   b. any course in a student’s major, unless the department rules otherwise;
   c. any course used to satisfy General Education or University Studies requirements or the distribution requirements of the degree program in which the student is enrolled.

3. Any doubt about whether a course is ineligible for Pass/Fail shall be resolved by consultation with the dean of the college in which the student is enrolled.

4. A student who does passing work (i.e., A through D-) in a course shall be given a grade of P (Pass). Passing a course shall earn a student graduation credits but shall not be counted in the cumulative average. Failure in a course will be 0 quality points and will be counted in the GPA.

5. After December 8, 2020, the Pass/Fail selection is irrevocable. The Registrar shall be required to keep a separate record of the grade obtained in the Pass/Fail course and will issue this record only on the request of the student. The transcript will contain the Pass/Fail grading notation.

Selecting a course for Pass/Fail may also impact your financial aid/scholarship eligibility, and the ability to graduate or make academic progress, as they are not used in GPA calculations. The burden of selecting appropriate courses for Pass/Fail rests on the student, so if you are uncertain as to whether a course is eligible, please contact your academic or college advisor before making the choice.
To Select Pass/Fail (P/F):  

Fall 2020 Deadline: December 8, 2020

1. Log into COIN Student Center and select **Enrollment** and then **Grading Options Selection**.

![Image of COIN Student Center interface showing Enrollment and Grading Options Selection]

2. Select **2020 Fall Term** and then **Go to Select Option**.

![Image of COIN Student Center interface showing term selection and go to select option]

3. **IMPORTANT**: Read the Pass/Fail (P/F) Agreement carefully.

![Pass/Fail (P/F) Agreement]

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**Pass/Fail (P/F) Agreement**

1. I have reviewed the Pass/Fail (P/F) policy which includes the following:

   Sophomores, Juniors and Seniors may select the Pass/Fail (P/F) grading option for one course per semester (up to a maximum of four courses), except in the following cases:
   - any course specified as a degree requirement
   - any course in a student’s major, unless the department rules otherwise
   - any course used to satisfy general education or University Studies requirements or the distribution requirements of the degree program in which the student is enrolled.

   The grading basis for a Pass/Fail (P/F) grading option selection:
   - A grade of "P" on the transcript for grade of D- or better. When a student earns a P (Pass) for a course they have designated as Pass/Fail, the credits from that course count toward the degree, but neither credits nor grade are used in calculating the student’s grade point average.
   - A grade of "F" on the transcript for grade of F. When a student earns an F (Fail) for a course they have designated as Pass/Fail, the credits from that course do not count toward the degree, no quality points are earned, and the grade is used in calculating the student’s grade point average.

2. I acknowledge that I may select or revoke the Pass/Fail (P/F) grading option up until the course’s established Pass/Fail (P/F) deadline as outlined in the established academic calendar. After the deadline has passed, the decision CANNOT be reversed, it is permanent.

3. I acknowledge that some graduate schools, professional schools, and employers prefer letter grades on a transcript when making admission or employment decisions and it is my responsibility to obtain graduate studies or career related advice before making my decision.

4. I acknowledge that it is my responsibility to discuss potential impacts of a Pass/Fail (P/F) grading selection with my academic advisor as appropriate prior to making my selection(s).
4. Once you select the Select Pass/Fail button, a pop-up window will appear asking you to confirm your choice. If you click YES, please be patient.

5. The page will refresh with the Grading Basis changed to PF and Pass/Fail, with a message that Pass/Fail has been selected for the course.

6. A confirmation email will be sent to you with the course information and date/time stamp. The confirmation will be recorded in your academic student folder.
To Revoke Pass/Fail (P/F):  

Fall 2020 Deadline: December 8, 2020

1. Log into COIN Student Center and select Enrollment and then Grading Options Selection.

2. Select 2020 Fall Term and then Go to Revoke Option.

3. IMPORTANT: Read the Fall 2020 Pass/Fail (P/F) Agreement carefully.

Pass/Fail (P/F) Agreement

1. I have reviewed the Pass/Fail (P/F) policy which includes the following:

Sophomores, Juniors and Seniors may select the Pass/Fail (P/F) grading option for one course per semester (up to a maximum of four courses), except in the following cases:

- any course specified as a degree requirement
- any course in a student’s major, unless the department rules otherwise
- any course used to satisfy general education or University Studies requirements or the distribution requirements of the degree program in which the student is enrolled

The grading basis for a Pass/Fail (P/F) grading option selection:

- A grade of “P” on the transcript for grade of D- or better. When a student earns a P (Pass) for a course they have designated as Pass/Fail, the credits from that course count toward the degree, but neither credits nor grade are used in calculating the student’s grade point average.

- A grade of “F” on the transcript for grade of F. When a student earns an F (Fail) for a course they have designated as Pass/Fail, the credits from that course do not count toward the degree, no quality points are earned, and the grade is used in calculating the student’s grade point average.

2. I acknowledge that I may select or revoke the Pass/Fail (P/F) grading option up until the course’s established Pass/Fail (P/F) deadline as outlined in the established academic calendar. After the deadline has passed, the decision CANNOT be reversed, it is permanent.

3. I acknowledge that some graduate schools, professional schools, and employers prefer letter grades on a transcript when making admission or employment decisions and it is my responsibility to obtain graduate studies or career related advice before making my decision.

4. I acknowledge that it is my responsibility to discuss potential impacts of a Pass/Fail (P/F) grading selection with my academic advisor as appropriate prior to making my selection(s).
4. Once you finish reading the acknowledgement, you may click the **Revoke Pass/Fail** button to revoke courses for which you have previously selected as Pass/Fail. A greyed-out course indicates that the Pass/Fail grading option has not been previously selected.

5. Once you select the **Revoke Pass/Fail** button, a pop-up window will appear asking you to confirm your choice. If you click YES, please be patient.

6. The page will refresh with the reverted grading basis, with a message that Pass/Fail is not selected for the course(s).

7. A confirmation email will be sent to you with the course information and date/time stamp. The confirmation will be recorded in your academic student folder.