

Policy on Temporary Amendment of Pass/Fail Options
Approved by Council on Students & Academic Standards
Approved by Council on Curriculum
March 26, 2020

Due to the circumstances surrounding the global COVID-19 pandemic and the additional stress and pressures this has placed on our student population, a temporary policy regarding the P/F option, applicable to the Spring 2020 term only (202030) is in effect. This *ad hoc* policy:

1. Students can elect the P/F option for most courses (see list of restrictions below). The window opens **April 20 at 7:00 AM and closes May 1 at P.M.**
2. Removes the GPA and class standing restriction for the P/F option. Any undergraduate student, including part-time students, may elect to take a course as P/F.
3. Eliminates the one course restriction Spring 2020 term. Students may take any number of courses as P/F during the Spring 2020 term.
4. Students may elect the P/F option for Spring 2020 courses, with the following exceptions and restrictions (**consult your academic advisor**):
 - a. Certain courses with a minimum grade requirement above C-. (A grade of P will count as satisfying the IN 150/151 requirements.) Consult your academic advisor, department chair or program director.
 - b. Courses required for licensure, certification or other external stakeholders. (Required courses for nursing majors, student teaching courses, etc. Others?)
 - c. In any case where the policy requires written permission, emails from the relevant parties will suffice.
 - d. The P/F option cannot be exercised for graduate courses.
5. Students on academic probation need permission from the CAPP office to elect the P/F option

Students must understand that:

1. The decision to choose the P/F option and any curricular repercussions for doing so are solely the responsibility of the student. **The student should consult their advisor.**
2. A student must earn at least a C- to have a grade of P recorded. A grade of D+, D, D-, or F received under this option will be recorded in the student's academic history as such and counted in the cumulative grade point average. The grade of P is not computed in the student's cumulative grade point average.
3. The P/F option is not reversible once elected by the student. (e.g., if a student elects P/F and ultimately earns an A, for example, a P will still be recorded.)
4. The instructor has no knowledge of the student electing the P/F option. The actual letter grade earned by the student is recorded by the instructor and converted to a P/F grade by the Office of the Registrar.
5. The P/F option may render a course non-transferable to other institutions.
6. The P/F option, if used frequently, may result in an insufficient recordable GPA to qualify the student for certain co-curricular activities, such as athletics.
7. Students should be aware that some highly competitive graduate, medical, nursing, dental, law, or other professional schools may not be willing to consider for admission those students with pass grades on their official transcripts. **The student should consult their advisor.**

8. Academic honors (High Dean's List and Dean's List) are awarded to students with 12 or more **graded** credit hours. Electing the P/F option for course(s) that reduce the total number of graded credits to below 12 will affect eligibility.

To elect the P/F option:

1. **Consult with your advisor** whether the P/F option is right for you.
2. Complete the fillable PDF form (insert link here) with the required personal and course information.
3. If on academic probation, meet with a member of the CAPP office, who will, if approved, forward to the advisor.
4. Send as an attachment to your advisor. Your advisor will digitally sign the form and forward on to the Registrar's Office (registrar@millikin.edu) for processing.

Resources:

1. Students and faculty are encouraged to use the GPA calculator in MyMillikin
2. Utilize scheduling day as an opportunity to discuss the P/F option with your advisor