Pass/Fail Option Policy, COVID19 Policy Adaptation
Effective Spring 2020 Only
(This policy does not apply to the first 7 week term/first-half semester of the spring 2020 semester when COVID-19 was not a factor.)

Approved by Academic Affairs Board 4/1/2020
Effective Immediately

This policy and process are in place as a rider policy for the official pass/fail policy to acknowledge the impact of COVID-19 on the spring semester. The current policy details and COVID-19 policy details are as follows.

1. WHO IS ELIGIBLE TO REQUEST PASS/FAIL OPTIONS?
Current Policy Details: The pass-fail option is restricted to sophomores, juniors and seniors.

COVID-19 Policy Details: During spring 2020, first year students are also able to request pass-fail options. This means that all Hope College students are eligible to request pass-fail options.

2.HOW MANY HOURS OF PASS/FAIL OPTIONS CAN BE REQUESTED?
Current Policy Details: The pass-fail option is limited to one course per semester.

COVID-19 Policy Details: During spring 2020, all students may request a pass/fail option for any or all of their courses (last-half and full semester course only).

3. ARE THERE RESTRICTIONS TO WHAT KINDS OF CLASSES I CAN REQUEST PASS/ FAIL?
Current Policy Details: The course designated must lie outside the student's major or minor field and may not be a course required to meet general education components. It may not be a required course, either by the department of the student's major or minor or by the college. Because of this requirement, students should have declared their major or minor prior to requesting that a course be designated pass/fail. Students seeking teacher certification may not take professional education courses on a pass/fail basis.

COVID-19 Policy Details: The pass-fail option can be requested for any course (elective, general education, program requirement). Students who wish to receive a pass/fail must both complete the P/F request form and have an in-depth consultation with the Registrar or her designee, who will contact the requisite chairs, deans, or program directors.

Careful consultation must take place, in particular, for students in academic programs that have highly-sequenced, grade dependent prerequisites or are externally accredited where external requirements may not allow P/F courses in the major. If a student elects to take a P/F, it is possible the course would need to be repeated.

4. WHAT LETTER GRADE WILL RESULT IN A P GRADE IF THE STUDENT ELECTS FOR PASS-FAIL IN A COURSE?

Current Policy Details: Instructors assign a final course grade, and any grade of D- or better is converted to a P.

COVID-19 Policy Details: No change.

5. HOW DOES A STUDENT REQUEST PASS/FAIL OPTION?

Current Policy Details: Students wishing to elect a course under the pass-fail plan should complete the normal registration procedures and, within ten weeks following the completion of registration, should obtain a pass-fail form from the Registrar's Office. Students will indicate the course which they wish to elect on a pass-fail plan and have it approved by their academic advisor, who will be responsible for seeing that the course is not an all-college requirement. This form will then be returned to the Registrar's Office where a change in designation of this single course from a grade to a pass-fail plan will be made. Students may not change a course either to or from a pass-fail designation at any time other than the period allowed for electing the pass-fail option.

COVID-19 Policy Details: During spring 2020, students wishing to elect a course under the pass/fail plan should complete the Spring 2020 Pass/Fail Request Form.

If the request is for an elective course (not required for major, minor, or general education), the application will be reviewed by the Registrar. The Registrar will facilitate conversations involving the student, the student's academic advisor, and any necessary program chairs or directors. If the course is to be counted for a major or minor, the Registrar will include the student's major or minor program chair, and if the course is to meet a general education requirement, the Registrar will include the Director of General Education. In order to provide the maximum flexibility for students, a P/F option can be requested after grades have been assigned. This will allow the student to have more information about both the grade they received and potential impacts on their chosen program. The deadline for application for a pass-fail option is Friday, July 31, 2020, at 5 pm. This deadline will also allow the Registrar to settle any P/F requests before the start of Fall 2020.

6. HOW IS AN INCOMPLETE GRADE DIFFERENT FROM A PASS/FAIL OPTION?

Current Policy Details: Students should perform the work, and otherwise fulfill all the regular requirements of the course to the satisfaction of the instructor. If a student does not complete all of the assignments and requirements of the course, the student should request an incomplete grade. An incomplete grade means that the student needs to complete the remaining assignments. The student should contact the instructor to receive approval for an incomplete grade. The instructor will submit an "I" final grade to the Registrar's Office. It is the student's responsibility to contact the instructor and make a plan to complete the coursework for the class.

7. WHEN MUST AN INCOMPLETE GRADE BE COMPLETED? Current Policy Details: Normally, students must complete the coursework within six weeks of the end of the term.

COVID-19 Policy Details: For spring 2020 incomplete grades, students will have until July 31, 2020, to complete their assignments for their courses and instructors have until August 7, 2020, to submit the changed grades from an "I" grade to a letter grade.

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