Kutztown University Policy ACA-013

Pass/Fail Grading

A. Purpose

The purpose of this policy is to define the standards and procedures for awarding pass/fail credit to undergraduate students.

B. Scope

This policy applies to all undergraduate students.

C. Key words and phrases:

GPA – Stands for grade point average; formerly QPA for quality point average.

PA - Passing; credit hours are recorded but not used in GPA calculation.

NC - No credit; no credit hours recorded and no effect on the GPA.

FA – Failing; no credit hours recorded and no effect on the GPA.

W – Withdrawn; there is no effect on the GPA.

D. Policy & Procedure(s)

Students having completed at least 30 credits of college-level work with at least a 2.75 GPA may take one course per semester on a pass/fail basis provided that no more than 18 credits of the undergraduate program (exclusive of Physical Education) are taken on that basis.

Only courses permitted in General Education under "electives" in Categories II-V can be taken pass/fail. Pass/fail is also an option for "free electives" or "Arts and Sciences electives" if the student's major program includes these areas. Students should be careful in selecting courses by this procedure because courses that are prescribed in the major program including the specified electives under the major, concentration, or concomitant courses cannot be taken pass/fail.

The pass/fail option is available to students for summer and regular semesters. To exercise the pass/fail option, a student must submit the pass/fail form by the end of the drop/add period that

begins each academic session. The student may change his or her mind about taking a course pass/fail, but must notify the Registrar in writing that he or she wishes to select the normal grading system for a specific course before the first meeting of the class.

Faculty members do not know which students, if any, are taking their courses pass/fail until it is time to report the final grades in the course. A grade of pass is awarded for course work that would normally receive a grade of “A,” “A-,” “B+,” “B,” “B-,” “C+,” or “C.” A notation of "no credit" is awarded for course work that would normally constitute a grade of “D.” A grade of "fail" is awarded for course work that would normally receive a grade of “F.” A pass/fail grade will not be computed in a student's semester or cumulative GPA, but credit for the course in the case of a "pass" will count toward the credits needed for graduation.

Any student who withdraws from a course he or she is taking on a pass/fail basis after the last day to withdraw from a course without the possibility of penalty shall receive a grade of “W.”

E. Effective Date

2002

F. Approved By

The Faculty Senate - February 4, 1974
Addendum Approved - March 3, 1978
Amended December 23, 1999 / Effective Spring 2000
Amendment approved by University Senate November 7, 2002
Approved by University President – November 27, 2002

G. Last Reviewed

October, 2008
August, 2009
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August, 2013
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