

Spring 2020

Pass/No Pass Grading Option – Undergraduate Students (FACULTY GUIDE)

Otis College of Art and Design has adopted a temporary Pass/No Pass grading option for courses impacted by the transition to on-line instruction, effective immediately for the spring 2020 semester. Students may elect to change the method of final grading to Pass/No Pass (P/NP) through the last day of the term, which is May 5. Students may choose to take none, some or all of their courses as P/NP this term only.

To avoid any additional work for faculty, faculty do not need to, and should not, change anything about their grading methods and should continue to grade students using a P/LP/F grade system throughout the remainder of the semester, including submitting a normal P/LP/F for the course. If a student wishes to choose NP, they will complete a NP form, and the Registrar will change the F you submit to a NP grade on the student's transcript.

This policy was created in consultation with several stakeholder groups, including the Provost's Office, Department Chairs and Academic Directors, Academic Advising, the Registrar, Enrollment Management, and the President.

- Undergraduate students may elect to take courses on a Pass/No Pass (P/NP) basis. A minimum grade of C is required for a P. Grades of C-, D and F will earn an NP.
- Courses taken under the Pass/No Pass option will count toward academic progress and graduation requirements if the student receives a grade of P in the course. If a student receives a grade of NP they will not receive credit for the course and will need to retake the course.
- Courses taken under the Pass/No Pass option will not affect a student's cumulative grade point average.
- Deadline for students to submit requests to change their grading option to Pass/No Pass (P/NP) or to opt out of the P/NP option is the last day of the semester – **May 5**.

Details about the Pass/No Pass (P/NP) grading option:

1. What is Pass/No Pass?

The college recognizes this as a very unusual semester and wants to expand students' grading options to help mitigate anxiety about the transition to a changed course delivery. For students, Pass/No Pass (P/NP) is a way of taking a class without worrying about how it will affect their cumulative grade point average (GPA). As long as they satisfactorily complete the course (at the C or better level), a student will receive a "Pass (P)" on their transcript. If they finish the course at the C-, D or F level, they will receive a "No Pass (NP)" on their transcript. Neither P nor NP will affect their GPA. Many students choose this option because it allows them to take courses without worrying about how their performance in these courses will affect their grade point average.

2. Will the student still receive the credits for courses taken Pass/No Pass?

Yes, if they receive a P. No, if they receive a NP. If they complete the course at the C or better level, they will receive a “Pass (P)” on their transcript. If they finish the course at the C-, D or F level, they will receive a “No Pass (NP)” on their transcript.

3. Will courses taken P/NP count toward degree requirements?

Yes, courses taken for P/NP grades in which a grade of P is earned during Spring 2020 will count towards academic progress and graduation requirements.

4. Are there any disadvantages to students in choosing the Pass/No Pass option?

Yes. If a student gets a NP, they will not receive any credits for the course. For example, if they receive a C- or a D in a course and take it for a letter grade, it affects the student’s grade point average but they will still receive units in the course and credit toward their degree. However, if they take the same course under the Pass/No Pass option and receive a C- or a D, they will not receive the units in the course or credit toward the degree requirement. There are advantages and disadvantages under either option.

5. Is the Pass/No Pass option available for all courses this spring 2020 semester?

Yes, as long as the P/NP option is elected by the deadline of May 5. Students will receive a letter grade for a course unless they inform the Registration Office that they have chosen to take the course P/NP by completing the *Change of Grading Option form*.

6. Do students need department approval to change their grading mode from a letter grade to P/NP?

No. Students do not need the department’s approval to change the course grading option from a letter grade to a P/NP.

7. Will instructors of the course know when a student takes the class P/NP?

No. If students select the P/NP option by the May 5th deadline, the Registration Office will assign a P or NP depending upon the letter grade the instructor submits. Instructors must submit letter grades (A-F) as they have always done.

8. If the student gets an NP in a course, can they continue on to the next course in the Fall?

An NP is not a passing grade. Failure to receive a passing grade (NP) in any of a student’s courses this spring may impact how they will progress in their studies this fall. If a student receives an NP it is required that they speak with their studio department advisor or the Academic Advisement Office regarding their course requirements and options for the Fall 2020.

9. What if the student is a senior who plans to graduate this May?

An NP is not a passing grade. Students must pass all required courses and earn a minimum of 120 credits to graduate. If a student is unsure about how an NP could impact their ability to graduate this semester, they should speak with Academic Advising (One Stop).