

## UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Spring 2020 COVID-19 Pass/Fail Grade Policy (number AP2001)**  
Cabinet Division: **Registrar's Office (Enrollment Management)**  
Date Created: **Approved by Faculty Senate (4/14/20), Chancellor Wachter (4/16/20)**

### I. Background and Purpose

- 1.1 The purpose of this policy is to provide students expanded opportunities for success and flexibility by making adjustments to our longstanding Pass/Fail policy in light of the current COVID-19 pandemic. This policy covers Pass/Fail options for Spring 2020 only.

### II. Constraints

- 2.1 This policy covers Pass/Fail grading options only through the end of the Spring 2020 semester
- 2.2 There are some programs of study for which additional Pass/Fail options are not eligible, see 4.2 for further explanation
- 2.3 This policy applies to undergraduate students only

### III. Definitions

- 3.1 P = Pass Grade which counts toward credits earned, but does not carry grade points and therefore is not used when computing grade point average. Credits graded with a P grade cannot be used when calculating credits required to qualify for Dean's List honors.
- 3.2 A Pass includes a grade of D- or higher.
- 3.3 F= Fail Grade, which does count in credits earned and does count in grade point average calculation.

### IV. Policy Statements

- 4.1 Students will be allowed to use any Pass/Fail credits earned in Spring 2020 above the current limit of 15 credits.
- 4.2 Students may request Pass/Fail option for any University courses, with the exception of courses used to meet program requirements for degree completion in education programs approved for licensure by the Wisconsin Department of Public Instruction, or in accredited programs of Social Work and Music. These accredited programs have stringent requirements that directly impact licensure or professional workforce requirements.
- 4.3 Any course pre-requisites or degree requirements that currently require a minimum earned grade above D- will be satisfied with a Pass grade in Spring 2020 courses.
- 4.4 Students who wish to change to Pass/Fail grading may do so with the approving signature of their primary advisor on the Spring 2020 COVID-19 Pass/Fail Request form obtained from the Registrar's Office ([www.uwsuper.edu/registrar](http://www.uwsuper.edu/registrar)). Students should first discuss current grade and implications with their course instructor, although the approval of the instructor is not needed on the request form.
- 4.5 Students are allowed to submit the Spring 2020 COVID-19 Pass/Fail Request form for Pass/Fail grading through Friday, May 15 at 4:00 pm. If a student receives a Pass grade, they may not subsequently repeat this same course for a letter grade.
- 4.6 Students should be aware that it may be difficult to transfer P/F graded courses to other institutions of higher education. For example, entry requirements of graduate schools and professional program may specify minimum earned grade on undergraduate coursework that is higher than a Pass grade. Advisors can provide information to help students during the decision making process.

## **V. Policy Procedures**

- 5.1 Students who wish to earn a P/F grade for a course must complete a Spring 2020 COVID-19 Pass/Fail Request form available from the Registrar's Office. A completed form must have the approving signature from the student's primary advisor.
- 5.2 After discussion with the advisor, students or advisors submit the completed, signed Spring 2020 COVID-19 Pass/Fail Request form to the Registrar's office for processing.
- 5.3 The Registrar's office changes the grading to P/F for the requested course.
- 5.4 The Registrar's office informs the student, advisor, and course instructor this change has been made via email.

## **VI. Compliance**

- 6.1 Approved by Faculty Senate (4/14/20), Chancellor Wachter (4/16/20)
- 6.2 No consequences
- 6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

## **VII. Attachments**

- 7.1 See the Spring 2020 COVID-19 Pass/Fail Request Form attached



(715) 394-8228 (office)  
registrar@uwsuper.edu (email)

[www.uwsuper.edu/registrar](http://www.uwsuper.edu/registrar)

Old Main 139, P.O. Box 2000 • Superior, WI 54880

## SPRING 2020 COVID-19 PASS/FAIL GRADE REQUEST FORM

Submit completed form by email to [registrar@uwsuper.edu](mailto:registrar@uwsuper.edu) no later than 4:00 pm, Friday May 15

|                      |                   |   |                     |
|----------------------|-------------------|---|---------------------|
| <b>Last Name</b>     | <b>First Name</b> | <b>M. I.</b>  | <b>Student ID #</b> |
| <b>Major(s)</b>      |                   | <b>Year of Study:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |                     |
| <b>Course Prefix</b> | <b>Course No.</b> | <b>Section No.</b>  | <b>Course Name</b>  |

1. Students are strongly encouraged to speak with their course instructor when considering Pass/Fail option. The instructor can review current grading, remaining course aspects, and implications of a Pass or Fail grade.
2. Students who plan to transfer to another college or university, or to enroll in professional schools or post-graduate coursework are advised to check with the corresponding institution to determine if courses taken at UW-Superior as Pass/Fail will be accepted as transfer credits.
3. A grade of Pass is not used in calculating cumulative grade point average (GPA). However, a grade of Fail will be used in calculating GPA, which would result in a lower term and cumulative GPA.
4. Credits for courses graded with Pass grade do not figure into the required number of credits to earn Dean's List honors.
5. Students who receive a grade of Fail may repeat the course as Pass/Fail or as a regular letter grade. If a student receives a Pass grade, they may not subsequently repeat this same course for a letter grade.
6. Students are allowed use credits earned as Pass above the usual total maximum of 15 Pass credits toward the 120 required for graduation.
7. This request form may be submitted the student or the advisor by email to [registrar@uwsuper.edu](mailto:registrar@uwsuper.edu) no later than **4:00 pm, Friday May 15**

I have read the above statements and agree to adhere to the rules governing Pass/Fail grading.

\_\_\_\_\_  
**Student Signature (required)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Advisor Signature (required)**

\_\_\_\_\_  
**Date**

This document becomes a part of the student's permanent file record