

April 2, 2020

Memorandum for: CCM Faculty, Staff, and Students

From: John Marlin, Vice President of Academic Affairs, and Patrick J. Enright, Vice President for Professional Studies and Applied Sciences

Subject: Pass-Fail Grading for Spring 2020

Students enrolled in courses in Spring of 2020 (15, 13, and late 7-week terms) may opt for Pass/Fail grading rather than a traditional academic grade (A, B, C, etc.).

**This directive will be in force only during Spring term 2020 unless ratified by regular order of the College.**

This option is subject to approval by the chairperson of the student's major program of study, and is not available in nursing, education, or other programs as designated by department chairpersons that require students to maintain a minimum GPA.

Faculty will award to students the final grade they have earned in the course. Students will have 10 business days after Spring 2020 grades have been posted to opt to substitute a grade of P for grades of D or above in any permitted courses that they receive.

The grade of P will award academic credit for the course but will not be included in calculating a student's cumulative grade-point average. The grade of P will satisfy course prerequisite requirements. An F will be counted in a student's GPA.

Those who wish to do so should use the attached form to apply to their department chairperson not later than 5 p.m. on June 12, 2020. Students applying for this option will be counseled about the potential impact this grade may have on transfer credit, financial aid eligibility, and employee educational benefits.

This form serves as a waiver indicating the student understands the implications of her or his decision. The chairperson will submit approved requests to Records and Registration, who will notify the student that their approved request has been entered.

**Once a student opts for Pass/Fail grading, that choice may not be revoked.**

### REQUEST FOR PASS/FAIL GRADING

Date \_\_\_\_\_

I, \_\_\_\_\_ (name) wish to have Pass/Fail grading in the following courses in Spring 2020:

Course #	Section	Course Title

I understand some programs may not permit Pass/Fail grading in some courses and the following potential implications of opting for Pass/Fail grading:

- A grade of P may not receive full transfer credit at some colleges and universities.
- A grade of P may affect my eligibility for some categories of financial aid.
- I will receive academic credit for a P but it will neither improve nor lower my GPA.
- A grade of P may not be eligible for employee educational benefits. Consult with your employer to be sure.

\_\_\_\_\_  
Signed Date

\_\_\_\_\_  
Department Chairperson Date

\_\_\_\_\_  
Approved Disapproved

\_\_\_\_\_  
Received by Records & Registration Date