

Adviser Guidance for Spring 2020 Revised Undergraduate Pass-Fail Policies

Revised Spring 2020 Deadlines

- Mid-term grading window closes April 6
- Pass/Fail Deadline May 8
- Course Withdrawal Deadline May 8
- Completion Date for Fall/J-term Incompletes May 8
- All other academic calendar dates are unchanged

Revised Spring 2020 Pass-Fail Policies (policy changes in bold)

The pass-fail option permits any matriculated student to take a course for credit without receiving a letter grade of A, B, C, D, E, or EV. **The college has removed the limit on the number of courses a student may enroll in for Spring 2020 on a pass-fail basis.** A pass (P) grade provides credit but no quality points and is not counted in total hours used to determine cumulative average. A fail (F) grade is treated as a failure although the hours are not used in computing the cumulative average.

A pass-fail credit may be applied toward a degree. **Select courses required for the student's major and minor may be taken on a pass-fail basis in Spring 2020 with prior approval from the major or minor department.** Select courses taken as part of early childhood and childhood education program concentrations and distributions may be taken pass-fail **in Spring 2020 with prior approval from the major department.**

Any course, except English composition 100-level courses **and major/minor courses not approved for the pass-fail option in Spring 2020,** may be taken on a pass-fail basis. Students must declare their intention to do so **by May 8, 2020. The Pass/Fail form is available on the Registrar's Office website. After downloading and completing the form, the student should virtually consult with their academic adviser and send them the completed Pass/Fail form. Advisers who support the pass-fail request should then forward the form with their approval noted via Buffalo State email to the registrar's Office by May 8, 2020.** An instructor may choose to substitute a letter grade for the pass if written consent from the student is received and the form is submitted prior to the end of the semester.

Students may not use pass-fail to repeat a course for which a grade of C- or below was earned.

Note: Students are cautioned that the amount of pass-fail work permitted may jeopardize their chances for admission to graduate or professional school or for career placement. Dean's Honors List requirements remain unchanged (please see the college catalog for details).

Further, students who are attempting to improve their GPA should be aware that a pass-fail grade will not be used in their grade point average calculations.

Which courses can be taken pass-fail in Spring 2020?

- Pass-fail may only be used in select undergraduate courses. See details below.
- Pass-fail may be used in any all-college elective
- Pass-fail may be used in general education courses, except CWP 101 and 102
- Pass-fail may **only** be used in major/minor courses that have been approved by academic departments to be taken pass-fail in Spring 2020
- Pass-fail may **only** be used in concentration and distribution courses that have been approved by major departments to be taken pass-fail in Spring 2020
- Pass-fail may *not* be used for CWP 101 and CWP 102
- Pass-fail may *not* be used to repeat a course for which a grade of C- or below was earned



What are things to consider before declaring courses pass-fail?

- Grades on the letter scale are required to change grade point averages
 - Students looking to alter their GPAs should use the GPA Calculator available on the Registrar's website:
<https://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/GPACalculator.html>
 - Students who need to raise their cumulative GPAs to return to good academic standing at the college should carefully consider the impact of pass-fail, as good academic standing impacts:
 - Aid eligibility
 - Probation and Dismissal
 - Graduation eligibility
 - Extra-curricular participation, including NCAA competition
- Education students will need to consult with their advisor regarding taking any general education courses pass-fail.
- If a student declares a major/minor in the future that requires a course that the student has declared pass-fail, they will need to submit an Academic Appeal Petition to attempt to have a letter grade substituted for the pass-fail in order for the course to count in the new major/minor.
- Admission to graduate and professional programs may be negatively impacted by pass-fail grades
- Be aware of Dean's List and Honor Cord letter grade requirements prior to declaring courses pass-fail
- Course transferability may be negatively impacted with a pass-fail grade
- Although there is not a limit to the number of courses a student can take pass-fail at Buffalo State in Spring 2020, taking advantage of the pass-fail option should be done only after careful consideration of the information above

How do you declare a course pass-fail?

- The pass-fail option is activated by completing a pass-fail form, having that form approved by the student's academic adviser, and submitting the form to the Registrar's Office by the deadline. The submission process for Spring 2020 is electronic and must be completed using Buffalo State email.
- Helpful links:
 - Pass-Fail form - <https://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/forms/PassFailForm.pdf>
 - Electronic submission process – <https://registrar.buffalostate.edu/forms-and-services> (top of page)
 - Free software downloads from Buffalo State IT to help with electronic form completion and submission
 - Microsoft Office - <https://buffalostate.teamdynamix.com/TDClient/2003/Portal/KB/ArticleDet?ID=84705>
 - Adobe DC - <https://buffalostate.teamdynamix.com/TDClient/2003/Portal/KB/ArticleDet?ID=32754&SIDs=6498>

Is it possible to rescind a pass-fail request and substitute the earned letter grade instead?

- Yes. Students can complete and submit a Substitution for Pass/Fail form to the Registrar's Office in order to have their earned letter grade posted on their transcript instead of a pass-fail.
- May 18, 2020 is the deadline to submit a Substitution for Pass/Fail form to the Registrar's Office.
- The form is available on the Registrar's website and can be submitted electronically
 - Form: <https://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/forms/SubstitutionPassFailForm2019A.pdf>
 - Electronic submission process: <https://registrar.buffalostate.edu/forms-and-services> (top of page)

