

## **Pass/Satisfactory/No Grade Grading Option Frequently Asked Questions**

### **I want to keep getting a letter grade for my course, what do I do?**

You do not need to take any action to receive a letter grade at the end of the semester.

### **What grades constitute a passing grade?**

Grades of A – C are converted to a P (Pass). Grades of C- through D are converted to S (Satisfactory),

### **Will pass/fail grades impact my GPA?**

No. Grades of F will be reported as NG. You will not earn credit for the course and your GPA will not be affected.

### **Are all F grades changing to NG?**

No. Only courses for which this option is elected will have failing grades converted to NG.

### **Can students still receive F grades?**

Yes. Unless this option is elected, grades reported as F will remain.

### **Do I have to take an F instead of an NG?**

Not if you have selected this option for the course in which you earned an F. If you do not elect this option for a course that you fail, your failing grade will remain.

### **Why are there two different grades, pass (p), and satisfactory (s) for pass/fail?**

The purpose of delineating these grades is to ensure maximum transferability if you choose to attend another institution.

### **Can I do this every semester from now on?**

No. This is an exception to the current College policy for this semester only.

### **When do I have to decide if I want a pass/fail grade?**

You can make the decision to switch to the pass/fail grading system now through TWO DAYS AFTER final grades are posted.

### **Can I elect this option for an on-line course I have been in all semester?**

Yes, you can elect this option for any spring 2020 course.

### **Can I elect this option for some courses but have other remain as normal letter grades?**

Yes. Only the courses listed on the form you submit will be converted to P/S/NG grading.

### **What do I have to do to select the pass/fail option?**

To select this option, students complete and submit a form that includes their signature and the signature of his/her advisor. The form is available at <https://www.keystone.edu/psfrequest>

### **The Pass/Fail Form requires my signature and that of my advisor, how do I sign it remotely?**

You can either print, sign, and scan the form to your advisor, or you can type your name and date into the signature line and forward it to your advisor. Be sure to send it from your KC email account as that is how we will verify your signature.

**Do I need approval from anyone to make this happen?**

Consultation with your academic advisor and course instructor is required because It is important to understand that not all institutions will accept grades of P or S for transfer credit or entrance into graduate programs, but the ultimate decision is yours.

**What if I sign up for pass/fail and then change my mind?**

The decision to change to the pass/fail grading option is irrevocable, therefore, consultation with your academic advisor and course instructor is required.

**If I select the pass/fail option can I still be eligible to qualify for honors this semester?**

P and S grades are not calculated into the GPA and are not included in the 12-credit minimum for semester honors calculations.

**What is the actual date for students to make their decision?**

Two days after final grades are posted, which is May 5<sup>th</sup>. Students can elect the P/S/NG option from now until May 7<sup>th</sup>

**How does this affect students on academic probation?**

Since the P and S grades do not impact the grade point average, courses for which this option is selected will not improve the grade point average.

Academic Progress is evaluated at the conclusion of each semester. Students currently on Academic Probation will have their progress reviewed on an individual basis. We understand that these are challenging, unique times and will be as lenient as possible when reviewing academic progress. A student who is on academic probation, who believes he/she will earn an A or B in a course, should strongly consider maintaining the current grading system for that course in order to have those good grades included in the GPA calculation.

**How does this work for classes that serve as prerequisites?**

Grades of P or S will satisfy prerequisite requirements. For courses requiring a grade of C or better in a prerequisite course the grade of P will satisfy those requirements, the grade of S will not. If the student experiences difficulties in registering for a course, they should contact the Registrar's Office at [registrar@keystone.edu](mailto:registrar@keystone.edu) .

**How does the Pass/Fail option affect students receiving GI Bill benefits?**

Electing this option will not affect GI Bill benefits

**How does the Pass/Fail option affect my financial aid?**

As financial aid is specific to each student, please contact Student Central at [studentcentral@keystone.edu](mailto:studentcentral@keystone.edu) to discuss your individual situation.