KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **5-Mar-16**   Curriculum Bulletin _____

Effective Date   **Fall 2016**   Approved by EPC _____

Department   **Associate and Assistant Deans Committee**

College

Proposal   **Revise Policy**

Proposal Name   **Revision of the Pass/Fail Grade Policy**

Description of proposal:

Proposal seeks to revise the pass/fail grade policy as published in the University Catalog to update language, clarify practice and bring consistency with other policies.

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

Office of University Registrar has agreed to take on reponsibility of communicating and processing a paper pass/fail request form.

Units consulted (other departments, programs or campuses affected by this proposal):

Registrar's Office, Provost's Office, Faculty Senate chair, representatives from colleges

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REQUIRED ENDORSEMENTS

_____   ____/____/____

Department Chair / School Director

_____   ____/____/____

Campus Dean (for Regional Campuses proposals)

_____   ____/____/____

College Dean (or designee)

_____   ____/____/____

Dean of Graduate Studies (for graduate proposals)

_____   ____/____/____

Senior Vice President for Academic Affairs and Provost (or designee)

Proposal Summary
Revision of the Pass/Fail Grade Policy

SUBJECT SPECIFICATION

This proposal seeks to revise the pass/fail grade policy as published in the University Catalog to update language, clarify practice and bring consistency with other policies.

BACKGROUND INFORMATION

The pass/fail grade option was implemented for undergraduate courses in 1969. While much discussion on its usage has occurred since then (read its history at Kent State on pages 9-10), the policy governing the pass/fail grade option has not undergone a significant review for content and practicality in the past four decades of existence. As a result, the policy contains outdated language, poor organization and requirements that are not monitored or enforced.

In addition, with the implementation of the Banner registration system in spring 2008, all students became able to self-select the pass/fail grade online after enrolling in an undergraduate course. That ease of selection led to a spike in students choosing pass/fail for courses required in their program of study—a violation of the policy, which led to numerous requests for exceptions to the policy. Concentrated reporting, advising and communication efforts achieved a decrease in those numbers, but issues with students inappropriately selecting the pass/fail grade remained. In fall 2015, the pass/fail option was moved from self-service registration to a paper approval process. Students now need to sign and submit a pass/fail grade request to the Office of the University Registrar.

Please refer to the data sheet on page 11 for information on number and frequency of students selecting pass/fail—as well as popular courses selected for pass/fail—over a five-year period since the implementation of the Banner registration system.

In fall 2015, the Associate and Assistant (A&A) Deans Committee charged a subcommittee to review the existing policy and recommend changes where needed. The subcommittee comprised the following members:

- Steven Antalvari, director, university advising, University College
- Mary Ann Haley, assistant professor, associate dean, College of Arts and Sciences
- Lynette Johnson, associate university registrar
- Darci Kracht, associate professor, Department of Mathematical Sciences
- Joanna Liedel, director, Graduation Planning System
- Gail Rebeta, university registrar
- Alex Seed, associate professor, Department of Chemistry and Biochemistry
- Liz Sinclair, assistant dean, College of Business Administration
- Katie Smith, academic program coordinator, Curriculum Services
- Cindy Stillings, professor, interim associate dean, College of the Arts
- Therese Tillett, executive director, Curriculum Services
- Linda Williams, associate professor, chair, Faculty Senate
- Bill Willoughby, associate professor, associate dean, College of Architecture and Environmental Design

The subcommittee reviewed the pass/fail policy at other institutions (see pages 12-15), updated the Kent State policy for clarity and restructured policy points so that rationale, eligibility limitations, exclusions and conditions could be clearly distinguished.

Outside of these minor changes, the decision of the subcommittee that the policy should address any student taking undergraduate courses, rather than only undergraduate students, represented the single substantive revision. Graduate and non-degree students have been allowed to select the pass/fail grade option since spring 2008 (Banner implementation) when enrolling in undergraduate courses; however, the policy never addressed that population.

EXECUTIVE SUMMARY OF CHANGES

Below is a summary of the revisions to the pass/fail policy as listed on pages 5-8.

- Language further explaining the aims of the policy (exploration of coursework outside the requirements of a declared academic program) and its main provision (that pass/fail grades are not be calculated into students' grade point averages) was updated for clarity and moved outside the numbered list of conditions.

- Language within the policy speculating as to the preferences of graduate/professional schools and other institutions was removed as this is outside the university's purview.

- Student eligibility information was also updated for clarity.

- Exclusions (courses for which the pass/fail grading option is unavailable) were also moved outside the numbered list of conditions to a bulleted section. This more clearly highlights the types of courses to which the pass/fail grading option does not apply.

  o "Courses numbered 50000-89999 (graduate courses)" was added as an exclusion.

  o "Courses graded Satisfactory/Unsatisfactory (S/U)" was added as an exclusion. It has been the practice of the university that the pass/fail grading option is not entered for courses graded Satisfactory/Unsatisfactory (S/U). The existing policy does not address these courses.

  o The exclusion of "courses in students' major department or school" was removed at the request of the subcommittee, due to the increasingly interdisciplinary nature of academic organization at Kent State.

  o The exclusion of "[courses used to meet requirements in a student's] supporting area" was also removed at the request of the subcommittee. "Supporting area" is difficult to define and is not an official type of Kent State academic program.

  o Redundancies identified by the subcommittee were also removed.

- Conditions to which pass/fail grading is subject were revised and reordered for clarity.

  o Because the policy originally applied to undergraduate students only and has since been revised to address any student taking undergraduate courses, the maximum number of courses allowed to be taken pass/fail (per term and total) was revised. Students may only take one course per term on a pass/fail basis, and maximum 12 hours of Pass credit may be applied to an undergraduate program.

- Outdated language addressing experimental courses was removed, as was language addressing satisfactory/unsatisfactory-graded courses. Satisfactory/unsatisfactory (S/U) is a unique grade mode unrelated to pass/fail grading.

- Disclaimer was added that Pass grades to not satisfy course prerequisites and program requirements that require a specific grade other than passing (e.g., D).

Beginning fall 2015, the Office of the University Registrar moved the pass/fail grading option from self-service registration to a paper approval process. Language addressing the new process and its associated deadlines was added to the policy.

ALTERNATIVES AND CONSEQUENCES

The alternate to the proposed changes is retaining outdated language and procedures in the University Catalog, which does not support the university's goals of clarity, consistency and transparency with academic policies.

SPECIFIC RECOMMENDATION AND JUSTIFICATION

The recommendation is to update the pass/fail grade policy as listed on page 6 to reflect current practices and procedures.

ACTIONS REQUIRED AND ANTICIPATED TIMELINE

Associate and Assistant Deans Committee .... approved 12 April 2016
Educational Policies Council .... approval sought 18 April 2016
Faculty Senate .... approval sought 9 May 2016
Implementation .... fall 2016 University Catalog

EXISTING Pass/Fail Grade Policy

Undergraduate students may elect to take certain courses on a pass/fail basis. The purpose of this option is to provide an opportunity for the exploration of a broader range of coursework than is normally included in specific and distributive degree requirements. Students considering this option should be aware that some institutions of higher education do not accept transfer credit taken on a pass/fail basis. In addition, most graduate and professional schools prefer that pass/fail credit be kept to a minimum.

Students electing to take courses under the pass/fail option should consult their advisor for specific instructions and registration procedures. Conditions governing the acceptability of coursework that pertains to all students are:

1. The students must be in good standing. Transfer students admitted on probation and students on academic probation with less than a 2.000 GPA may not elect the pass/fail option.

2. Only one course per semester may be taken under the pass/fail option.

3. The pass/fail option may be used only for non-specific electives; this option is designed to allow students to explore coursework outside their required courses.

4. Courses listed as available to meet the Kent Core may not be taken pass/fail.

5. Developmental courses (numbered 00000-09999) that may be prescribed or recommended through placement testing may not be taken on a pass/fail basis.

6. Excluded from the pass/fail option are the following:
   a. All courses in students' major department or school
   b. All courses used to meet requirements in students' major, minor, field of concentration, supporting area or certificate program
   c. All courses used to meet the Kent Core and college general requirements

7. A maximum of 12 hours of pass/fail credit (combined Y-Pass and Z-Fail grades) may be attempted. Courses regularly graded satisfactory/unsatisfactory (S/U) are not counted in this 12-hour maximum; experimental courses that are Y/Z graded are included in the 12-hour limit.

8. Instructors will not be informed of students' election of the pass/fail option. Regular letter grades of A, B, C and D that are reported by the instructor will be converted to a Pass (Y); letter grades of F (Fail) , NF (Never Attended–Fail) and SF (Stopped Attending–Fail) will be converted to a Fail (Z) grade.

9. Pass/fail grades will not be used in computing grade point averages.

10. Students changing majors will not have "pass" grades changed to regular grades if they have pass/fail credit in that area. The "pass" grades will stand, but all further courses in the program must be for regular grading.

11. No change of pass/fail enrollment status is permitted after the final day of formal registration.

Students should contact their college, department, school or regional campuses office for clarification of the pass/fail option and for application of that option to their particular programs.

DRAFT   **PROPOSED** Pass/Fail Grade Policy   DRAFT
(moved to Grading Policies and Procedures policy)

Students who wish to pursue an unfamiliar field or otherwise expand their educational boundaries beyond the requirements of any declared academic program may request to take certain undergraduate courses on a pass/fail basis. The purpose of this option is to foster experimentation by providing students with the opportunity to explore a broad range of coursework without affecting their grade point average.

Students may not request the pass/fail grading option for the following types of courses:

- Courses used to meet requirements in a student's major, minor, concentration or certificate program, or to meet college general requirements for the student's degree.

- Courses designated as Kent Core (general education requirement).

- Courses numbered 00000-09999 (developmental courses).

- Courses numbered 50000-89999 (graduate courses).

- Courses graded Satisfactory/Unsatisfactory (S/U).

Pass/fail grading is subject to the following conditions:

1. Students whose overall GPA is below 2.000 after their most recent graded term are not eligible to request the pass/fail grading option. Transfer students admitted on probation are not eligible to request the pass/fail grading option in their first term.

2. Students may take only one course per term on a pass/fail basis.

3. Instructors will not be informed of students' selection of the pass/fail grading option. Regular passing letter grades (e.g., B, C, D) that are reported by the instructor will be converted to a Pass (Y) grade. Letter grades of F (Fail), NF (Never Attended-Fail) and SF (Stopped Attending-Fail) reported by the instructor will be converted to a Fail (Z) grade.

4. Under no circumstances will Pass (Y) or Fail (Z) grades be converted to regular grades.

5. Students who earn Pass (Y) grades and later declare a major, minor, concentration or certificate program may apply the pass/fail credit to program requirements, if applicable, but all subsequent required coursework must be completed with regular grading.

6. A maximum 12 hours of Pass credit may be applied toward a declared undergraduate program.

7. Pass (Y) and Fail (Z) grades are not used in computing grade point averages and do not satisfy specific required grades (other than the minimum D grade) in course prerequisites and program requirements.

In order to request the pass/fail grading option, students must submit a Pass/Fail Grade Request form to the Office of the University Registrar. Students may not change grading options, including pass/fail, after the final day of course registration. Information about schedule adjustment deadlines, which includes deadlines for changes to grading options, is located in the Registration policy in the University Catalog.

EXISTING Pass/Fail Grade Policy – Tracked Changes

~~Undergraduate s~~Students who wish to pursue an unfamiliar field or otherwise expand their educational boundaries beyond the requirements of any declared academic program may request ~~elect~~ to take certain undergraduate courses on a pass/fail basis. The purpose of this option is to foster experimentation by providing students with the ~~provide an~~ opportunity to explore ~~for the exploration of~~ a broader range of coursework without affecting their grade point average. ~~than is normally included in specific and distributive degree requirements. Students considering this option should be aware that some institutions of higher education do not accept transfer credit taken on a pass/fail basis. In addition, most graduate and professional schools prefer that pass/fail credit be kept to a minimum.~~

~~Students electing to take courses under the pass/fail option should consult their advisor for specific instructions and registration procedures. Conditions governing the acceptability of coursework that pertains to all students are:~~

Students may not request the pass/fail grading option for the following types of courses:

- Courses used to meet requirements in a student's major, minor, concentration or certificate program, or to meet college general requirements for the student's degree.

- Courses designated as Kent Core (general education requirement).

- Courses numbered 00000-09999 (developmental courses).

- Courses numbered 50000-89999 (graduate courses).

- Courses graded Unsatisfactory/Satisfactory (S/U).

Pass/fail grading is subject to the following conditions:

1. Students whose overall GPA is below 2.000 after their most recent graded term are not eligible to request the pass/fail grading option. ~~The students must be in good standing.~~ Transfer students admitted on probation are not eligible to request ~~and students on academic probation with less than a 2.000 GPA may not elect~~ the pass/fail grading option in their first term.

2. Students may take o~~O~~nly one course per term ~~semester~~ may be taken ~~under the~~ on a pass/fail basis ~~option~~.

3. ~~The pass/fail option may be used only for non-specific electives; this option is designed to allow students to explore coursework outside their required courses.~~

4. ~~Courses listed as available to meet the Kent Core may not be taken pass/fail.~~

5. ~~Developmental courses (numbered 00000-09999) that may be prescribed or recommended through placement testing may not be taken on a pass/fail basis.~~

6. ~~Excluded from the pass/fail option are the following:~~

   a. ~~All courses in students' major department or school~~

   b. ~~All courses used to meet requirements in students' major, minor, field of concentration, supporting area or certificate program~~

   c. ~~All courses used to meet the Kent Core and college general requirements~~

3~~8~~. Instructors will not be informed of students' election of the pass/fail grading option. Regular passing letter grades (e.g., A, B, C, D) ~~of A, B, C and D~~ that are reported by the instructor will be converted to a Pass (Y) grade. Letter~~; letter~~ grades of F (Fail), NF (Never Attended–Fail) and SF (Stopped Attending–Fail) reported by the instructor will be converted to a Fail (Z) grade.

4~~11~~. Under no circumstances will Pass (Y) or Fail (Z) grades be converted to regular grades. ~~No change of pass/fail enrollment status is permitted after the final day of formal registration.~~

5~~10~~. Students who earn Pass (Y) grades and later declare a major, minor, concentration or certificate program may apply the pass/fail credit to program requirements, if applicable, ~~changing majors will not have "pass" grades changed to regular grades if they have pass/fail credit in that area. The "pass" grades will stand,~~ but all subsequent required coursework ~~further courses in the program~~ must be completed with ~~for~~ regular grading.

6~~7~~. A maximum ~~of~~ 12 hours of Pass ~~pass/fail~~ credit ~~(combined Y-Pass and Z-Fail grades)~~ may be applied toward a declared undergraduate program. ~~attempted. Courses regularly graded satisfactory/unsatisfactory (S/U) are not counted in this 12-hour maximum; experimental courses that are Y/Z graded are included in the 12-hour limit.~~

7~~9~~. Pass (Y) and Fail (Z) ~~/fail~~ grades are ~~will~~ not ~~be~~ used in computing grade point averages and do not satisfy specific required grades (other than the minimum D grade) in course prerequisites and program requirements.

In order to request the pass/fail grading option, students must submit a Pass/Fail Grade Request form to the Office of the University Registrar. Students may not change grading options, including pass fail, after the final day of course registration. Information about schedule adjustment deadlines, which includes deadlines for changes to grading options, is located in the Registration policy in the University Catalog.

~~Students should contact their college, department, school or regional campuses office for clarification of the pass/fail option and for application of that option to their particular programs~~

A History of Pass/Fail Grading at Kent State University

1968

In January 1968, a faculty-led committee strongly recommended that Kent State institute a system of non-punitive, pass/fail grading for a trial period of four years. In a memo addressed to the provost, the committee chair stated that a pass/fail option, which was being adopted broadly throughout the United States at the time, will encourage students to broaden their educational boundaries and lessen the stress on grades. The committee members were in agreement that "over-competition" for grades was detrimental for weak students in fear of probation, as well as strong students striving for fellowships.

The committee's proposal was approved by the Educational Policies Council (EPC) at the November 1968 meeting, to be effective in fall quarter 1969. The main characteristics of the original policy included the following limitations:

- Full-time undergraduate students in good standing were permitted to take only one course per quarter on a pass-fail basis, for a total of 48 quarter credit hours.

- Instructors would not know who had elected the pass-fail grading option in their courses.

- The freshman English course and courses in a student's major were excluded from the pass/fail option; courses in a student's minor may be excluded by the college. Professional sequences may be excluded by the college with the approval of the provost.

- No conversion from pass/fail grades to regular grades would be made available.

1973

In May 1973, two faculty members submitted a review of the pass/fail grading option, which was required under the terms of the four-year trial period. Highlights of the report, titled "The Pass/Fail Option: A K.S.U. Experiment, Academic Years 1960-70 through 1971-72," are summarized below:

- In spring quarter 1970, 8.8 percent of all courses were taken with the pass/fail grading option. Students with sophomore class standing had the highest percentage of pass/fail enrollments (9.8 percent of all sophomore enrollments). Lower division courses accounted for 80.5 percent of pass/fail enrollments.

- A three-year average of 35.8 percent of students elected the pass/fail grading option.

- The percentage of failures in pass/fail courses was 10.7 percent; in comparison, the percentage of failures in non-pass/fail courses was 4.0 percent.

- A student survey revealed that students viewed the pass/fail grading option as a way to reduce tension from grades, to reduce the negative effect of grades on intellectual enjoyment, to select courses on the basis of interest, to get past problem courses, to take courses they otherwise would not have taken, to provide additional study time for other academic areas and to provide additional free time.

- 60 percent of students felt that they learned just as much from their pass/fail courses as from non-pass/fail courses; 50 percent believed that they tried to do as well; and 46 percent believed that they did not change their method of preparing for class based on the grading option.

- 54 percent of students agreed that it was easier to skip a pass/fail class, and 49 percent agreed that the pass/fail option affected their attendance.

- 55 percent of students favored increasing the pass/fail grading option, and 5 percent favored decreasing the option. In contrast, 8 percent of faculty favored an increase, and 57 percent favored a decrease. Favoring the status quo were 39 percent of students and 29 percent of faculty.

The authors of the report recommended that Kent State continue the pass/fail option with one modification—a reduction in total number of quarter credit hours allowed under the policy, from 48 to 30. After much discussion, a further reduction to 24 quarter credit hours was proposed and approved by EPC at the April 1974 meeting to be effective for fall quarter 1974.

A History of Pass/Fail Grading at Kent State University

1983

At the April 1983 EPC meeting, a faculty committee recommended a number of changes to pass/fail grading, which included the removal of the pass/fail grading option for general education courses and notification to instructors of students enrolled in their courses on a pass/fail basis. Discussion about these proposed changes led to a motion to eliminate the pass/fail option for all courses except those offered by the experimental programs division. That motion passed, to be effective for fall 1984. A motion to exclude general education courses from the pass/fail option for students entering under the 1983-1984 catalog also passed.

The recommendation to eliminate pass/fail grading was discussed at the April 1983 meeting of Faculty Senate. Faculty in favor of eliminating the pass/fail option voiced concerns about students choosing the pass/fail option for courses that require mastery of content for later advanced courses or educator licensure. There were also concerns among senators about possible unfavorable judgements of students with pass/fail grades during the graduate school admissions process. Faculty in favor of maintaining the option for students focused on the importance of pass/fail grading as it allowed for exploration and personal growth without effect on the grade point average. After much discussion, the motion to eliminate the pass/fail grade was tabled.

At the November 1983 meeting of Faculty Senate, a unanimous vote removed the motion from the table. Members then voted in favor of excluding general education courses from pass/fail grading for students entering in fall 1983 (i.e., under the 1983-84 catalog), as well as eliminating the pass/fail grading option outright, effective for fall 1984. Faculty Senate voted to table any discussion of notification to instructors of students enrolled in their courses on a pass/fail basis.

1984

In early 1984, Faculty Senate Executive Committee met with President Michael Schwartz regarding his veto of the Senate's vote to eliminate the pass/fail option for all courses except those offered by the experimental programs division. "The result is a cooperative effort to clarify and tighten up pass/fall regulations before publication in the fall catalog." (Faculty Senate minutes, 6 February 1984)

At the February 1984 meeting of the Faculty Senate, members voted to remove from the table for discussion and action the motion that faculty members be notified of the students who are taking their course pass/fail. Those in favor of anonymity spoke about prejudiced evaluations or inference of same, as well as a presumption that most students choosing pass/fail would not want to be identified. Those against anonymity said that having that information may enable faculty to give additional help to insecure students. The motion of faculty notification failed by a vote.
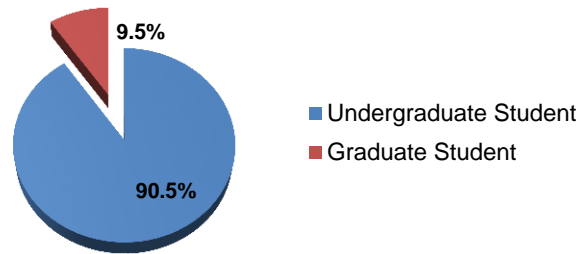
The only change to the policy was the exclusion of general education courses from pass/fail grading, which was added to the 1983-84 Undergraduate Catalog.

Present

The pass/fail grade policy in the University Catalog has not undergone a significant review for content and clarity since its establishment in 1969. The policy includes outdated language, poor organization and requirements that are not currently monitored or enforced.
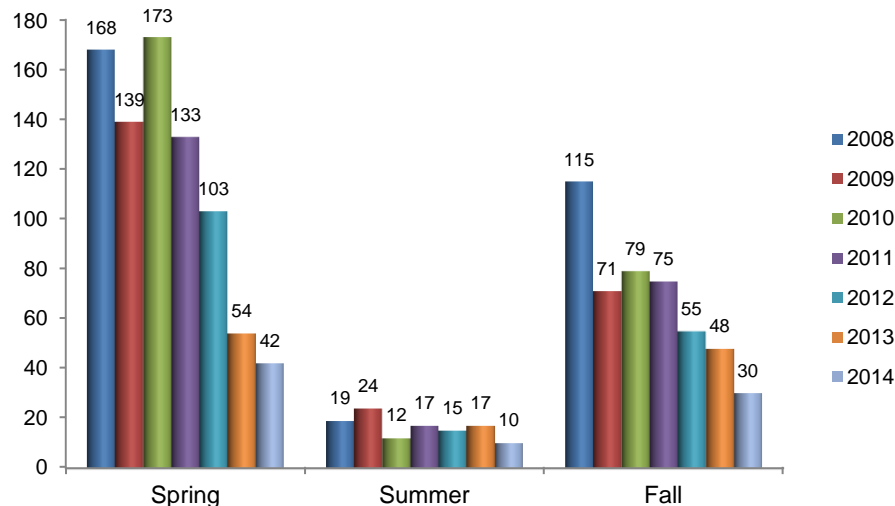
Pass/Fail Data Sheet ~ Spring 2008 to Fall 2014

From spring 2008 to fall 2014 (a five-year period), **982 students** selected* the pass/fail grade for **1,399 courses**.

9.5%

90.5%

■ Undergraduate Student
■ Graduate Student

- Highest number: spring 2010 (173)
- Lowest number: fall 2014 (30)

- Average pass/fail count over seven semesters:
  - fall: 65
  - spring 119

Number of courses selected* with pass/fail grade has decreased over the years. For example, there was 75 percent decrease between spring 2008 (168) and spring 2014 (42).

Number of courses selected* with pass/fail grade:

Ten most popular courses to select* pass/fail over the course of 21 terms:

1. PEB 10095 Special Topics (90)
2. US 10095 Special Topics (74)
3. NURS 21095 Special Topics (36) **
4. HED 32544 Human Sexuality (23)
5. GEOG 31080 Geography of Wine (22)

6. COMM 21000 Communication of Grammar Review (19)
7. PEB 10403 Beginning Ballroom Dance (19)
8. SPAN 18201 Elementary Spanish I (19)
9. SPAN 18202 Elementary Spanish I (18)
10. SPAN 28202 Intermediate Spanish II (17)

** only in fall 2010 and spring 2011 for three LPN topics

Frequency of students selecting* pass/fail:

# Frequency	# Students	% Students
1	740	75.36
2	164	16.70
3-5	68	6.92
6-9	4	0.41
10-14	5	0.51

Note: Six of the nine students who selected pass/fail 6+ times were non-degree or graduate students. The remaining three were one part-time baccalaureate-seeking student still enrolled (9x); and two baccalaureate-seeking students (9x, 10x) who left before earning a degree.

* This data comprises only students who earned a pass/fail grade; it does not include students who selected the pass/fail grade but changed it back to regular grading before the schedule adjustment deadline.

Institution	Name Used	Student Eligibility	Exclusions	Limitations (Semester/Total)	Process	Provisions for changing to letter grade
Ball State University	Credit/ No Credit	Students on academic probation may not select this option	Courses taken on a credit/no-credit basis will not count toward the academic major, minor, or any University Core Curriculum requirements. If students have taken courses in a particular subject for credit/no-credit and then decide to major or minor in that subject, not more than two of the courses will count toward the major or minor requirements.	15 credits total		
Bowling Green State University	Satisfactory/ Unsatisfactory		Many departments do not accept courses taken under the "S/U" option for credit in major or minor requirements	16 credits total		If a student receives an "S" in an elective course, but then changes majors, the new major may require the course be taken for a grade. In those cases, the student may appeal retroactively for a change in grade option (and therefore receive a letter grade).
Cleveland State University	Satisfactory/ Unsatisfactory	Undergraduate students in good academic standing with at least 30 hours earned	Courses required for the major or specified as required by course number or title.	4 courses total/ 1 course per semester	To select the S/U option, students must submit a change of grading status form…	
Miami University	Credit/ No-Credit	All students not on academic probation. Freshman may register for courses on a credit/no-credit basis providing they are concurrently enrolled for 12 hours for grades	Courses used to meet department, field of concentration and major requirements, and the core courses at the Dolibois European Center	Maximum 10 percent of the total credit hours required for graduation (13 credits for bachelor's degrees, 7 for associate degrees)		
Northern Illinois University	Pass/Fail	All undergraduate students	General education requirements; courses taken to satisfy the foreign language requirement for the B.A.; courses required for the major/minor (major/minor department and other departments); courses taken for a concentration in an interdisciplinary area; professional education courses required for certification (except elementary and special); courses involving extensive use of student teams	12 credit hours total 1 course per semester	To elect courses for P/F credit, students may mark the pass/fail box on their registration forms or notify the Office of Registration and Records by the end of the third week of the semester or summer session.	If a student takes a course on a P/F basis and later changes to a major in which that course is a requirement, then the actual grade earned in that course (A through F) will appear on the student's transcript, rather than the P or F.

Institution	Name Used	Student Eligibility	Exclusions	Limitations (Semester/Total)	Process	Provisions for changing to letter grade
Ohio State University	Pass/ Non-Pass	Students must have a minimum 2.0 cumulative GPA	Courses required for the major or minor; prerequisite courses; general education courses	20 credit hours total		
Ohio University	Pass/Fail	The student must have a GPA of 2.5 or better for his or her latest term of full-time enrollment, or have an accumulative GPA of 2.0 or better. First-term freshman automatically qualify	No course taken pass/fail may be used to fulfill any graduation requirement (college, school, or department) other than the total hours requirement. Such courses taken pass/fail prior to the student's entering the program cannot apply to program requirements other than total hours for graduation	12 credit hours total/1 course per semester	To initiate the pass/fail option, the student should register for the class by accessing My OHIO Student Center, and then contact his or her college or regional campus student services office (no later than the Friday of the second week of the semester or the Friday of the first week of a session) to request that a class be taken pass/fail.	The original letter grade cannot be retrieved.
University of Akron	Credit/ Noncredit	Students who have completed 60% of the number of credits required for a degree, a GPA of at least 2.30, and the consent of an advisor Any first-and/or second-year foreign language course [can be taken] at any time, regardless of GPA	General education courses, courses required by colleges and departments of all undergraduate majors	16 credit hours of non-language courses, no more than 20 credit hours total (bachelor's); 8 credit hours of non-language courses, no more than 10 credit hours total (associate)/1 course per term		
University of Memphis	Credit/ No-Credit	Students who have earned at least 60 semester hours with a minimum GPA of 3.0	General education courses; college, major and degree requirements and requirements for a minor	8 credit hours total	In every instance, approval to register for a course on a credit/no-credit basis must be obtained from the advisor and the dean of the student's degree-granting college prior to registration for that class.	
University of North Texas	Pass/ No Pass	Incoming freshman, or any undergraduate in good standing with a "C" average or better on all work attempted in residence at UNT.	All courses not designated as "electives on the student's degree plan"	18 credit hours total/1 course per semester		A student who changes majors is not automatically denied credit for a pass/no pass course that becomes a degree plan requirement for the new major. That decision is made by the academic dean. However, under no circumstances is a grade of "P" changed to a letter grade.

Institution	Name Used	Student Eligibility	Exclusions	Limitations (Semester/Total)	Process	Provisions for changing to letter grade
University of Oklahoma	Pass/ No Pass	.	The Pass/No Pass option may not be used to fulfill requirements for any general education, college, major, major support, or minor requirements. Students may elect to enroll in courses on a Pass/No Pass basis, but should understand that Colleges may not count Pass/No Pass enrollments when determining whether the student has fulfilled the requirements for a degree. *Note: there are MANY college-specific limits.*	16 credit hours total	Students may change enrollment in a course by the add/drop procedure to or from the Pass/No Pass option through the end of the second week of a regular semester or the first week of a summer session in Enrollment Services. College and/or adviser approval should be obtained prior to any change.	
University of Oregon	Pass/ No Pass		Each department, school, or special program has its own regulations on Pass/No Pass classes for majors.		After you have registered for a course, your "Add Classes Worksheet" will show that a course has the option to change to P/NP with a hyperlink on the course's Grade Mode. **Note:** Grading options do not show in the Schedule view.	
Univ. of Southern Mississippi	Pass/Fail		Courses that are not part of a prescribed degree program (i.e. core requirements, major or minor)	18 credit hours total		
University of Texas at Arlington	Pass/Fail	Students who are majors in the colleges of Engineering, Liberal Arts, Science, or Nursing may take courses on a pass/fail basis subject to differing rules established by these academic units.				
University of Toledo	Pass/ No Credit		Students should consult their college regarding any limitations that may exist for this option.		Students must complete a petition to take a class Pass/No Credit and obtain the approval of their college before the end of the 15th calendar day of the term	
University of Wisconsin at Milwaukee	Credit/ No Credit		Courses used to satisfy General Education Requirements and the English and math competencies	1 course per semester		

Institution	Name Used	Student Eligibility	Exclusions	Limitations (Semester/Total)	Process	Provisions for changing to letter grade
Western Michigan University	Credit/ No Credit		Courses counting toward his/her major or specified in his/her curriculum as defined in the University Undergraduate Catalog. Acceptance of "Credit/No Credit" in required courses may be permitted on an individual basis by the head of the department or dean of the college requiring the course. *Note: there are MANY college-specific limits.*		A warning is given	
Youngstown State University	Credit/ No-Credit	Students who have completed at least 15 semester hours of credit and have a grade point average of 2.00 or better, or transfer students admitted unconditionally who have at least 30 semester hours of transfer credit	Courses taken under the CR/NC option may not be counted toward a student's major or minor.	12 credit hours total for bachelor's degrees, 6 credit hours total for associate degrees/1 course per semester		

EXECUTIVE SUMMARY

The majority of institutions reviewed (7 or 39%) refer to the option as Credit/No Credit. Four institutions refer to the option as Pass/No Pass (22%), and four institutions refer to it as Pass/Fail (22%). Two institutions call the grading option Satisfactory/Unsatisfactory (11%), and one calls the option Pass/No Credit (6%).

Of 18 institutions reviewed, 11 provided information about student eligibility. Of those 11 institutions, 9 (82%) require students to be, at minimum, in good academic standing.

Of the 18 institutions reviewed, 15 provided specific information about courses that are excluded from the pass/fail grading option. Nearly all are worded differently, but generally speaking, courses required for academic programs at most of the institutions cannot be taken pass/fail. General education courses are specifically excluded from the pass/fail option at 9 of 15 institutions (60%).

When specifically stated within the institutional policy, limitations on the total number of credit hours that students can earn using the pass/fail grading option range from 8-20. The mode is 12, and the mean is 15. No institution reviewed permitted students to take more than one course per term on a pass/fail basis. 3 schools specify distinct limitations for students in associate degree programs.

Of the seven (out of 18 institutions reviewed) that included procedures in their policies, nearly all (6 or 86%) required a specific form, some degree of college approval, or permission in some form or another beyond merely changing grade mode on their own.

Four of the 18 institutions included information pertaining to grade changes after the conclusion of the course. Two institutions have provisions for changing a pass/fail grade to a letter grade, and two institutions specifically state that the pass/fail grade cannot be changed to a letter grade under any circumstances.

Three institutions include a statement warning students that any number of courses taken on a pass/fail basis may affect admission into graduate/ professional schools.

Applicability of courses taken on a pass/fail basis to program requirements:

There was no specific area for this in the chart above, but two institutions' (Ball State and Ohio University) policies include information about the applicability of courses taken on a pass/fail basis to program requirements after a major change or admittance otherwise into a program of study.

Northern Illinois University prohibits the selection of the pass/fail grade option for courses that make extensive use of "student teams", and these courses are designated as such in the university catalog.

Although Bowling Green State University permits up to 16 total credit hours of "S/U" grading, more than 12 semester hours of "S/U" grades may increase the grade point average needed for graduation with honors.