Westfield State University
Policy concerning:

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APPROVED: April 1990   REVIEWED: August 2010

PASS/FAIL

PURPOSE

This policy identifies the courses which can be taken on a pass/fail or pass/no record basis.

Note that the Pass/Fail policy is implemented differently for one credit introductory level courses and for upper (0200 and 0300) level courses.

POLICY

A. FOR ONE (1) CREDIT 0100-LEVEL COURSES

1. Departments may offer one (1) credit 0100 – level courses: 1) Pass/No Record, 2) Pass/Fail, and/or 3) for a letter grade. Within the first three (3) weeks of the semester, students must agree upon a grading option with the faculty member teaching the course.

2. No course eligible for common core credit may be designated for this option.

3. For Pass/No Record courses, if a student earns a Pass (PS) grade, the credit earned applies towards graduation credits only. If the student fails the course, the Fail (FL) grade and the course notation proper are removed from the student's academic record.

4. For Pass/Fail courses, if a student earns a Pass (PS) grade the credit earned applies towards graduation credits only. If the student fails the course, the Fail (FL) grade appears on the student's academic record but is not used to calculate the student's quality point average.

B. FOR 0200/0300 –LEVEL ELECTIVE COURSES

1. The intent of this policy is to encourage juniors and seniors to take upper lever elective courses outside of their major or the core without concern for lowering their quality point average.

2. No course in the major (home) department or any required course outside the major department may be taken on a Pass/Fail basis. Only

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elective courses above the 0100-level are eligible for the Pass/Fail option.

3. No course eligible for common core credit may be elected for the option.

4. Only students with junior or senior status are eligible for the option.

5. No more than two courses above the 0100-level, not to exceed 8 credits, may be taken on a Pass/Fail basis.

6. Eligible students must apply for Pass/Fail status with the Registrar no later than the midpoint of the course (as established by the Registrar).

7. Faculty must submit a letter grade for each student in the course, thereby making the faculty member "blind" to which students are opting for Pass/Fail status. The Registrar will convert the student's grade to Pass/Fail on the student's transcript.

8. Both the Pass "PS" and the Fail "FL" will be noted on the transcript, but neither will affect the student's cumulative quality point average.

9. Once the Pass/Fail option is selected, the choice is binding.

10. Credits awarded for courses taken pass/fail are not counted toward the minimum 12 credits necessary for Dean's List eligibility.

REVIEW

This policy will be reviewed annually by the Vice President for Academic Affairs.