

## Advice for Talking to Students About the Pass-Fail Option, Spring 2020

- (a) *Has the student read the “Understanding the Spring 2020 P-F Policy” and the “Important Considerations” section of the webpage?*

It is important for students to understand this policy; be sure they have read it on the website. This section provides details and contacts for students on: Academic Warning/Probation, Planning to Transfer or Apply to Grad School, and on Scholarship/Financial Aid. In addition, this section has contacts students should talk to if they are involved in Athletics, DRC, Honors College, University Access Programs, a Veteran, or an International Student.

- (b) *Has the student discussed their progress in the course with the instructor and considered requesting an Incomplete?*

When an advisee comes to you to discuss the P-F option, ask them if they feel they could perform well in the course with more time. If so, you might encourage the student to communicate with their instructor for the course and discuss their progress and the possibility of an “Incomplete.” The incomplete could give the student more time (until September 25, 2020) to complete assignments and earn a letter grade (and an extension past that date could be requested). Further, if the student is unable to, or decides not to, finish the requirements for the incomplete course, they can request a Late Withdrawal from the course at any point after the “I” grade is given.

- (c) *Does the student believe that there is a high likelihood they might fail the course? If so, they might consider a late withdrawal from the course.*

Ask the student if they think they are likely to fail the course. If they are unsure of their grade, encourage them to discuss their progress in the course with their instructor. Remind them that the P-F option does not shield them from the possibility of failing or the negative ramifications of an F towards their GPA. If they are not able to successfully complete the course this semester, inform them of the extended deadline to withdraw, which is May 1, 2020. Depending on each student’s situation, there may be financial aid ramifications of withdrawing, so they should check with financial aid to see if a withdrawal is the right decision for them.

- (d) *Does the student understand that they must continue to attend and do satisfactory work in the course, even if they choose the P-F option?*

It is important for students to understand that they must continue to attend and engage in coursework, even if they are taking it on a P-F basis. Explain to them that the P-F option does not allow a student to stop attending their course(s) for the remainder of the term, as failure to participate academically would result in the student being reported as “Failed-Stopped Out” with a last date of attendance. Students who fail to complete the semester are may receive the grade of “F”.

Faculty can refer students who need additional support as they make these decisions to their [Academic Advising Center](#) using the “Issue and Alert” option in Navigate or via email to the AAC advisors.