

Dear Faculty and Staff,

In light of the unique circumstances and changed conditions of curricular delivery, revisions have been made for the spring 2020 semester to SCSU's Pass-Fail, Incomplete, and Withdrawal policies ([see, Faculty Senate Resolutions](#)). These changes require assigned advisors/chairs approve and submit students' Pass-Fail contract forms. This email and the attached documents provide guidance and instructions to support faculty in this process.

**Informational Webpage:**

If you or the student has questions about the policies, the answers are most likely on this page: [Pass/Fail Option for Spring 2020](#). We encourage you to review and use it as you work with students.

**Instructions for Processing Spring 2020 Pass-Fail Requests for Advisors and Chairs:**

Students must use the [Pass-Fail Contract Form Spring 2020](#) to submit a request, with a deadline of midnight May 1, 2020. Below and attached are instructions for faculty and chairs on how to process student Pass-Fail Contract requests. This PDF will be available on Pass/Fail for Spring 2020 webpage for faculty reference.

**Advice for Talking to Students Considering the Pass-Fail Option:**

Below and attached is advice for faculty on how to support students making the decision to request the Pass/Fail option for a course. This PDF will also be available on Pass/Fail for Spring 2020 webpage for faculty reference. Faculty with additional questions about advising students considering the Pass/Fail Option or the Pass-Fail Contract submission process may be directed to [Helen Marx](#), Faculty Director of Academic Advising. Faculty can refer students who need additional support understanding their options to their [Academic Advising Center](#).

Thank You,  
Academic Advising and the Registrar's Office

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