

**OFFICE OF THE DEAN OF THE COLLEGE**  
**Office of Academic Advising**

**PASS/FAIL FAQs for FACULTY and STAFF (March 24, 2020)**

**1) Will classes that are switched to Pass/Fail under the COVID-19 Spring 2020 Pass/Fail policy still count as credit toward a major/minor program? As things normally stand, in order for a class to count towards a major, it must be taken for a letter grade.**

Yes, this requirement is being relaxed for this Spring 2020 courses only.

**2) What if a course is fundamental to the major/minor (for example, research methods coursework)? How do we ensure that students don't earn a "pass" but proceed to the next course or set of courses underprepared? How do we maintain academic integrity?**

Professors should determine the minimum standards for passing a course, keeping in mind that Dean's message to faculty indicated that our goal is to balance the needs of all our students while sustaining our academic integrity. So, the adjustments should reflect our recognition of the extraordinary times we are in, the flexibility such times require, and academic integrity.

Challenges and concerns may include varying or insufficient levels of student effort, commitment, and performance, but now they will also inordinately include rapid adjustment to remote learning, access to and management of technology, remote advising and support programming, personal and family health and wellbeing challenges, and extenuating circumstances unanticipated in the recent past.

If, however, with all our flexible arrangements, students clearly shirk academic responsibilities, then the natural consequences may follow.

These standards must be relayed to the students so they can make an informed decision. Consistency will be essential in multiple sections of a standard course.

**3) What about courses that *normally* require a C- or better?**

In such cases, it would be a reasonable expectation that performance at the C- or better level would represent a "pass."

These standards must be relayed to the students so they can make an informed decision. Consistency will be essential in multiple sections of a standard course.

**4) What if I am having trouble contacting advisees and/or students in my courses who will need to make this Pass/Fail decision and see the requirements?**

If you are having difficulty contacting your students, inform the Office of Academic Advising via [undergraduateadvising@wfu.edu](mailto:undergraduateadvising@wfu.edu) or [academic alert](#).

### **5) How will faculty and departments implement this Pass/Fail option under this COVID-19 Spring 2020 policy?**

The Office of the University Registrar, the Office of Academic Advising, and the School of Business will be informing you of the required procedure by Monday, April 6.

## **OFFICE OF THE DEAN OF THE COLLEGE Office of Academic Advising**

### **PASS/FAIL FAQs for Undergraduates (March 24, 2020)**

#### **How will I be able to choose the Pass/Fail option under this COVID-19 P/F Spring 2020 policy?**

The Office of the University Registrar, the Office of Academic Advising, and the School of Business will be informing you of the required procedure by Monday, April 6.

#### **I am a first-year student. Can I declare my Spring 2020 courses Pass/Fail under this COVID-19 Spring 2020 policy?**

Yes, first-year students can declare courses Pass/Fail by April 17, as can sophomores, juniors, and seniors.

#### **Can I declare basic and divisional and courses Pass/Fail under this COVID-19 Spring 2020 policy?**

Yes, under this COVID-19 Spring 2020 policy, students can declare Pass/Fail for a Spring 2020 basic or divisional course by April 17.

#### **Can I take each class as Pass/Fail on an individual basis, or do I have to decide to take all of my classes as P/F or none at all?**

You will be able to select Pass/Fail as an option for each course.

#### **Can I declare Spring 2020 courses in my major or minor Pass/Fail?**

Yes, under this COVID-19 Spring 2020 policy, students can declare Pass/Fail for Spring 2020 courses in ***most*** majors and minors by April 17, but there are some exceptions - be sure to check with your advisor, OAA, or the Office of the University Registrar.

#### **What majors and minors in the College are exceptions to this COVID-19 Spring 2020 Pass/Fail option?**

The extension of the Pass/Fail option will not apply to some programs, majors or courses, which have special accreditation, statutory, or contractual requirements (e.g. Engineering and Military Science). The Office of the University Registrar and the Office of Academic Advising

will work closely with these departments/programs to ensure that affected students are advised of any special requirements or limitations.

**I am a business major. How will this Spring 2020 option affect my business courses?**

For students enrolled in undergraduate business courses, the School of Business will send a separate announcement regarding the COVID-19 Spring 2020 Pass/Fail option for those courses.

**I plan to apply to be a business major in the future. How will this Spring 2020 option affect my chance of getting into the Business School?**

We understand that first-year students may be in prerequisites such as ECN 150, MST 111 or MST 112, and/or STA 212 (MBU majors) this spring. If a first-year student elects to take a prerequisite class pass/fail, the classes will be treated as if the student received AP credit for the course. If a pass is received in the class, this will meet the School of Business admissions requirement. However, the committee will only see that your final grade was either a pass or a fail. There is no GPA or grade associated with a class taken pass/fail. For admission purposes, we will look at your grades in the other prerequisites you took at Wake, for which you received a letter grade and your cumulative GPA. Clearly, a fail in ANY prerequisite courses would necessitate a retake of the class for business school admission purposes.

**I was studying in Copenhagen or elsewhere and returned to campus to finish courses, will my remote abroad courses be eligible for the COVID-19 Spring 2020 Pass/Fail?**

Yes, but you must contact GPS so that partner institutions and professors will be aware of your election and adjust their mode appropriately.

**If I elect to take any of my Spring 2020 classes Pass/Fail under the COVID-19 Spring 2020 Pass/Fail policy, will that impact my GPA?**

Courses taken Pass/Fail are not computed in students' GPA, per the [Academic Bulletin](#).

**How would Pass/Fail grades appear on my transcript?**

“P” (for Pass) and “FPF” (Failed a P/F course) in event of a failure. A notation of the uniqueness of this Spring 2020 semester will also appear on the undergraduate transcripts.

**If I elect to take any of my Spring 2020 classes Pass/Fail under the COVID-19 Spring 2020 Pass/Fail policy, will it affect my financial aid?**

Student Financial Aid anticipates formal guidance from both the US Department of Education and the North Carolina State Education Assistance Authority that neither Title IV Federal Student Aid nor NC State Aid program eligibility will be affected by your election to take spring 2020 semester courses as either pass/fail or graded. Institutional need-based grants and scholarships will not be impacted.

If you receive an academic or talent-based scholarship, your annual renewal or continuation will not be affected by your election to take spring 2020 semester courses as either pass/fail or graded.

If you are an Army ROTC Scholarship recipient, please contact the Wake Forest Department of Military Science for information. If you receive federal Veterans Education benefits, please know that we are awaiting guidance from the VA, and will notify students of any guidance that we receive. Please email to [financial-aid@wfu.edu](mailto:financial-aid@wfu.edu) if you have a more detailed question.

**If I elect to take any of my Spring 2020 classes Pass/Fail under the COVID-19 Spring 2020 Pass/Fail policy, will this impact my eligibility for departmental honors, Latin honors (e.g. *summa cum laude*) or for the Dean's List?**

Only courses you took for letter grades will factor into your GPA and be used to assess your eligibility for departmental honors, Latin honors, and/or the Dean's List. See the policy list in the Undergraduate Bulletin at <https://bulletin.wfu.edu/procedures/exams-grading/>

**I plan to apply to graduate school, law school, or a health professions program in the future. How will this Spring 2020 option affect my chance of getting into these postgraduate programs?**

Universities and colleges across the country have adopted some form of P/F grading to support students in this extraordinary moment. Graduate programs, the American Bar Association, and the Association of American Medical Colleges are all working on recommendations for how to handle this special P/F grading option (as well as delayed LSAT, MCAT and GRE exams).

**If I decide to go with the P/F option under the COVID-19 Spring 2020 Pass/Fail policy, and I fail the course, what grade will I receive?**

Faculty will be asked to assign either a "P" or a "FPF" final grade, if you have selected this option. The grade of "FPF" will not provide you with credit for the course, but it will not count negatively toward your GPA.

**What letter grades will qualify for a grade of "P" if I elect P/F option for a class?**

Instructors will determine the minimum requirements for passing a course. These may not correspond directly to letter grades on the A-F scale. For courses where there is a minimum grade for continuation (e.g. greater than C-), performance at least reaching the C- level will constitute a pass.

**What if my instructor tells our class that we cannot elect the P/F option for his/her course this Spring 2020?**

This may only be the case in Engineering or Military Science. If it occurs outside these courses, please contact the Office of Academic Advising.

**I am in a course that was already designated for P/F grading. Will this be affected in any way?**

No. You will follow the existing rules and deadlines for your regular (traditional) P/F. The Office of the University Registrar will be communicating with you by email concerning the regular P/F selection you have made.

**Will any courses that I choose the P/F mode under this COVID-19 option for Spring 2020 be included in the maximum total number of P/F hours that I am eligible to count towards graduation?**

No. Courses for which you select P/F, under this COVID-19 Spring 2020 Pass/Fail policy, will not be counted toward the total number of P/F hours that can be counted towards graduation.

**Will any courses that I choose P/F mode for in Spring 2020 under the COVID-19 Spring 2020 Pass/Fail policy be included in the maximum total number of P/F hours that I am eligible to take in one semester?**

No. Courses for which you select P/F, under this COVID-19 Spring 2020 Pass/Fail policy, will not be counted toward the total number of P/F hours that you are eligible to take in one semester.

**If I choose P/F mode for a Spring 2020 course and end up with a grade of “FPF,” can I retake that course to replace the grade and earn credit for that course in a future semester?**

Required courses for a major or minor may be repeated for a letter grade. Also, prerequisite courses for major or minor courses may be retaken for a letter grade. Basic requirements may also be repeated for a letter grade: e.g. FYS, WRI 111, HES 100/101, and 200 Level Foreign Language courses. No other COVID-19 Spring Pass/Fail courses for which your final grade is “FPF” may be retaken for a letter grade.