

Due to the transition to remote learning as a result of the coronavirus, instructors are likely to receive questions related to pass/fail grades and incompletes. We wanted to take the time to explain the current policy and any additional flexibility for these policies during this remote transition. As with any policy, if you have questions, please reach out to me (Joe Davis-[joseph.w.davis@asu.edu](mailto:joseph.w.davis@asu.edu)) or your respective Associate Director and we will be happy to assist!

### **Pass/Fail**

Currently, most classes are set up for the standard grading scale. ASU is not transitioning to have all classes become Pass/Fail. As the semester comes to an end, you may be approached by individual students who wish to change to a pass/fail option. You are permitted to entertain this on a case-by-case basis. Here are some notes that you should consider prior to making a decision:

- Has the student consulted with their advisor? Some programs have requirements for certain letter grades for progression in their program.
- This should be done before grades are posted for the semester.
- How has the student's work changed over time since the transition to online?
- Are you being fair to other students in your class? Example: I turned Student A down, but gave it to student B.

### **Incomplete Grades**

*Students in SoMSS classes may ask instructors for a grade of Incomplete. An Incomplete grade allows for the student to make up any missed work over the next year in an agreement with an instructor. In previous semesters, our expectation in SoMMS is that students only have a minor amount of work remaining (having completed 75-80% of the course) before awarding a grade of Incomplete. Due to the Coronavirus epidemic, the Provost is encouraging us to relax this standard. In particular, if the student disappeared after the transition to on-line and is now requesting an incomplete, you are permitted to give it if the student was doing otherwise acceptable work prior to the transition to online. Here are some notes about the Incomplete Grade process:*

- Students are not guaranteed approval of an Incomplete grade. Instructors have the right to deny to request.
- Students can retrieve the form for the Incomplete Grade Request here: <https://students.asu.edu/forms/incomplete-grade-request>

- After one year, if the student has not completed the work, the grade automatically turns to an E in the system.
- Faculty can set up agreements for a shorter time to complete the work, but the grade will not auto change to an E until the one year mark.
- Once the student and faculty have come to an agreement and filled out the form, please send a copy to Joe Davis ([joseph.w.davis@asu.edu](mailto:joseph.w.davis@asu.edu)) for record keeping. It is important we have the complete form.
- Once the student completes the work, you can submit a grade change through your grade roster. If you need assistance with this, contact Joe Davis ([joseph.w.davis@asu.edu](mailto:joseph.w.davis@asu.edu)).
- TAs teaching classes should consult with Katie Kolossa prior to beginning this process.
- In the event that you are no longer at ASU during the period of the student making up the work, you will need to make arrangements with your faculty leadership (Associate Director for Graduate/Undergraduate Programs) to oversee the process in your absence.