

SoMSS Statement on Pass/Fail and Incompletes

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. This document explains the current policy and the additional flexibility for these policies while we are teaching courses remotely. As with any policy, if you have questions, please reach out to Joe Davis- 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 (Y, D, E) option. You are permitted to entertain this on a case-by-case basis. Here are the guidelines to instructors with regard to pass/fail.

- Do not make a broad announcement to your classes about converting letter grades to pass/fail. The Provost actively discourages this.
- A Y-grade equates to C or better. Merely passing with a D does not merit a grade of Y.
- A student requesting that he/she be graded on a Y/D/E basis should be advised to consult with his/her advisor. Engineering and WP Carey Colleges have modified their policies to accept Y-grades, at least for this semester, but other academic units may have different rules. In addition, a Y-grade may affect scholarships, admission to graduate school, and medical school among other unintended consequences. Instructors **should not** request documentation from advisors.
- If after the student considers the possible consequences, he/she still requests the Y-grade basis, then the student should make this request in writing to you (an email from the student's ASU email account is fine). The administration then recommends the instructor grant the Y-grade request.
- The request and approval process should be completed **before** grades are posted for the semester. In particular, changes in grade basis (from Y to letter grades or vice versa) will not be allowed after grades are posted unless there are extenuating circumstances.

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 earning a passing

grade 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 the 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) 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).
- 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.