

Advisor Information Sheet
Fall 2021
Pass Grade Option
FYI's

For the Fall 2021 semester, students may elect to switch one (1) of their courses with a grade of D or higher to Pass (P) *after* courses are graded. **The Pass Grade Option is not available for grades of F.**

Courses Excluded from Pass Grade Option

- Students may not request a Pass Grade Option for any courses in their major, regardless of whether or not their program is accredited
- Students may not request a Pass Grade Option for any courses in their minor
- Students may not request a Pass Grade Option for any General Education Requirement (GER) courses
- Students may not request a Pass Grade Option for their First Year Experience (FYEP) course
- Students may not request a Pass Grade Option if they are repeating a course

Once again, the College must ensure that students are provided with all of the information needed to make an informed decision beforehand; therefore, this information sheet has been updated to assist faculty advisors with guiding students to make an informed decision. **NOTE: Once the form is processed by the Registrar's Office, the grade is final. Students will not be permitted to revert back to the letter grade.**

"Need to Knows"

Students have two (2) weeks from the date final grades are made available in UCan Web. The deadline is **January 3, 2022 at 2:00 p.m.** Because with the Pass Grade Option there is no GPA, only credit, there are many things students need to consider. Please discuss all of these considerations with your advisees to ensure they are making a good decision:

- a. **Financial Aid:** GPA may be important for students with regard to Financial Aid. Financial Aid includes both federal and state grants and loans. Please encourage your advisees to reach out to the One Hop Shop to check on that. They can be reached at finaid@canton.edu, or 315-386-7616 and select option 1 at the prompt.
- b. **Scholarships:** Maintaining a GPA of at least 2.5 is required for students in terms of scholarships. Some scholarships may require maintenance of a higher GPA. Please encourage your advisees to reach out to the Foundation Office to check on that. They can be reached at scholarship@canton.edu or 315-386-7616.
- c. **Academic Standing/Continuing Status:** GPA is necessary for some students' continuing status (ex., students on Academic Recovery who need a boost in GPA in order to meet re-registration requirements for the following semester). To calculate the student's GPA you can log into your Degree Works Audit, enter the student ID then select the GPA Calc tab. Use one of the 3 options to calculate the GPA you are attempting to calculate. **OR** you can click on the GPA calculator which can be found on the Registrar's webpage and under the Student tabs under Forms. Students can contact the Registrar's office at registrar@canton.edu (preferred method of contact) or 315-386-7616 and select option 3 at the prompt.
- d. **NCAA eligibility requirements:** Make sure your student athletes are reaching out to their Athletic Coach and Patrick Martin to check and make sure that moving any coursework will not have an impact on their athletic eligibility. They can reach out to Patrick Martin in the Athletics Department at martinp@canton.edu or call 315-386-7388.

- e. **Select or Accredited Programs:** This option may not apply to courses required for certain accredited programs. It will be the responsibility of the student, in consultation with their faculty advisor, to make sure there will be no consequences to replacing a letter grade with the Pass option.
- f. **Honors Lists (President's List/Dean's List):** To calculate the student's GPA you can log into your Degree Works Audit, enter the student ID, select the GPA Calc tab. Use one of the 3 options to calculate the GPA you are attempting to calculate. **OR** you can click on the GPA calculator which can be found on the Registrar's webpage and under the Student tabs under Forms. Dean's List GPA requirements are 3.5 to 3.75 and President's List requirements are 3.75 to 4.0. If there are any discrepancies or questions, students may contact the Registrar's Office at registrar@canton.edu (preferred method of contact) or call 315-386-7616 and select option 3 at the prompt.
- g. **Prerequisite Requirement of a Minimum Letter Grade for Subsequent Course:** Faculty advisors should be working with advisees to make sure they understand the consequences of accepting a grade of P for courses that have letter grade pre-requisite requirements to move forward.
- h. **Graduate School Applications:** Some graduate programs may need to see grades for particular courses. It will be the responsibility of the student to make sure there will be no consequences to replacing a letter grade with the pass option in the graduate school application process.
- i. **Student Holds:** Holds are placed on student records if they have obligations to the College and some holds prevent students from seeing their final grades. If a student cannot access his/her grades due to a hold, please inform the student that the hold must be satisfied in order to access their final grades. Students will not be allowed to access their final grades with a registration-related hold (i.e., monetary obligations, Student Affairs related-holds, etc.).
- j. **International Students:** Please be sure to consult the International Programs Office prior to making course changes such as moving to the Pass Grade Option. International students must continue to make satisfactory progress toward degree completion. If by taking a class the Pass Grade Option compromises this within your degree, there could be indirect consequences to your visa status. Students can reach their office at international@canton.edu
- k. **Study Abroad:** Students are awarded grades by their sponsoring/administering SUNY Campus. Students would apply through our process for the Pass Grade Option. Students doing this will require an extension on their Pass Grade application as their grades are received later. Please notify your academic dean's office and the International Programs Office (international@canton.edu) of your interest in pursuing the Pass Grade option.
- l. **Veterans:** Please refer to the Veterans Grading Change Policy. Questions should be directed to Patrick Massaro @ massarop@canton.edu
- m. **EOP:** Students receiving EOP benefits should be reaching out to their EOP counselor to be made aware of any eligibility concerns. Students should reach out to Walvi DeJesus at dejesusw@canton.edu
- n. **TRiO:** Students receiving TRiO benefits should be reaching out to their TRiO counselor to ensure there are no consequences to their eligibility of accepting a grade of P rather than a letter grade. Students should be directed to contact Brenda Miller at millerb@canton.edu
- o. **GPA Calculation Criteria:** It is suggested that students accept any grade higher than the cumulative GPA of fall 2020/winter 2020 to boost up GPA, and convert any grades lower than the accumulative GPA of fall 2020/winter 2020 to "P" to offset the impact on lowering cumulative GPA; if all abovementioned aspects are taken into consideration. Please note the GPA scale: A = 4.0, B+ = 3.5, B = 3.0, C+ = 2.5, C = 2.0, D+ = 1.5, D = 1.0.

For transfer to non-SUNY institutions, students should be advised to consult their intended receiving campus to understand how the Pass Grade Option courses would be received in transfer. SUNY policies do not apply to non-SUNY institutions, and therefore academic advising in consultation with the receiving campus should inform the decision to pursue the Pass Grade options.

Dean's Office Contact Information:

Canino School of Engineering Technology - csoet@canton.edu or 315-386-7411

School of Business & Liberal Arts - sbla@canton.edu or 315-386-7328

School of Science, Health & Criminal Justice - shcj@canton.edu or 315-386-7401