Policy Type (choose one):   **New**   or   Existing

Recommended By (Name, Title, Date):
    Academic Standards Committee – November 1, 2021
Approved By (Name, Title, Date):
    Zvi Szafran, President – December 16, 2021
Effective Date: Spring 2022
Last Review Date: N/A

Policy Contact: Provost/Vice President for Academic Affairs
Contact Phone: 315-386-7202

Permanent Pass/Fail Policy

I.   SCOPE

This policy is designed to provide students an opportunity to broaden their academic knowledge by exploring course work in areas outside their regular degree requirements without the direct application of the normal letter grade scale to their grade-point average (GPA). This policy is not meant to be a means by which students avoid a low (but passing) grade within a course they are currently taking.

II.   POLICY STATEMENT

This policy is intended to better serve our students who want to take an elective course without risking a negative effect on their GPA. Earned grades of A-D will appear on the student's academic transcript as a "P" (Pass); earned grades of F will remain an "F" (Fail). The "P" (Pass) grade is not calculated in the GPA but counts towards program pursuit for financial aid purposes. It is understood that this policy is NOT designed to be used as a "lifeline" for students in jeopardy of doing poorly in courses.

III.   POLICY

A. **Number of Courses Allowed to Choose Pass/Fail Option**
1. Maximum number of 4 courses at SUNY Canton for a Baccalaureate Degree
2. Maximum number of 2 courses at SUNY Canton for an Associate's Degree
   NOTE: Courses in which students took a Pass Grade Option during COVID-related semesters (Spring 2020, Fall 2020, Spring 2021) are excluded from the maximum number of courses allowed above.
   NOTE: Courses which are normally designated as Pass/Fail courses are excluded from the maximum number of courses allowed above.
3. Only one Pass/Fail Option per semester is allowed.

B. **Deadline to Request a Pass/Fail Option**
1. The deadline for students to request a Pass/Fail Option is 3 weeks from the date the course begins for full 15-week courses.
2. The deadline for students to request a Pass/Fail Option is 1 week from the date the course begins for any course which is NOT a regular, full 15-week course.
3. The deadline dates will be published on the Academic Calendar.
4. Once the request for a Pass/Fail Option is approved and processed by the Registrar, the student is not permitted to revert the grade back to the standard A-F grading scale.

C. **Courses Excluded from Pass/Fail Option**
  1. Students may not request a Pass/Fail Option for any courses in their major, regardless of whether or not their program is accredited.
  2. Students may not request a Pass/Fail Option for any courses in their minor.
  3. Students may not request a Pass/Fail Option for any General Education Requirement (GER) courses.
  4. Students may not request a Pass/Fail Option for their First Year Experience (FYEP) course.
  5. Students may not request a Pass/Fail Option if they are repeating a course.

D. **Criteria for Requesting a Pass/Fail Option**
  1. Students must have completed one full semester at SUNY Canton.
  2. Students must be in Good Standing and have a minimum 2.0 GPA in order to request a Pass/Fail Option.

IV. DEFINITIONS
Good Standing – GPA of 2.0 or better

V. OTHER RELATED INFORMATION
None

VI. PROCEDURES
A. Students must meet the criteria and fill out the Pass/Fail Request Form, which can be found on the SUNY Canton website under Student Forms.
B. Students must have their academic advisor sign the form.
C. The form must be submitted to the Registrar's Office before the published deadline; no late submissions will be accepted.
D. The Pass/Fail grade is not calculated in the student's GPA, which may affect the following. It is the responsibility of the student to consult with advisors/counselors in these, or any other areas, which may be impacted:
  - Financial Aid
  - Academic Progress/Continuing Status/Honors Lists (Dean's/President's Lists)
  - Athletics: NCAA Eligibility Requirements
  - Graduate School Admissions
  - Transferring into other schools
  - Prerequisite requirement of a minimum letter grade for a subsequent course
  - Special Cohorts such as EOP, TRiO, or International Students

VII. FORMS
Pass/Fail Request Form (will be housed on the Student Forms page on our website)

VIII. AUTHORITY
None

IX. HISTORY
None

X. APPENDICES
None

XI. FREQUENCY OF REVIEW AND UPDATE
Policies will have a normal review period of every five (5) years unless required otherwise.

XII.   SIGNATURE, TITLE, AND DATE OF APPROVAL

___Zvi Szafran_____   ___President_____
Policy Approver – Printed Name   **Title**

_____   ___12/16/21_____
Policy Approver – Signature   **Date of Approval**