

Spring 2020 Undergraduate Grading Policy FAQs

Withdrawing from a course

What is the deadline to withdraw from a course?

All undergraduate students and graduate students in semester-long courses may withdraw from a course through April 29.

What appears on my transcript if I withdraw from a course?

If you withdraw from a course the course will still be listed on your transcript with a grade of W.

How does withdrawing from a course impact my GPA?

Withdrawing from a course has no impact on your GPA. It is not calculated in the GPA.

Pass/Fail Option

What is the deadline to convert my grade to a Pass/Fail designation?

With advisor approval, you may elect to convert your grade to a Pass/Fail designation through May 22, 2020.

How do I request that a course be converted to Pass/Fail?

You can submit your request by completing a Change of Registration form available online in MyLVC > MyInfo for Students > Registrar Forms > Change of Registration Form or by following this [direct link](#). Please be sure to contact your advisor in advance to discuss the implications of changing a course to Pass/Fail. Once submitted, your request will be forwarded to your advisor for review and, upon approval, will be processed by the Registrar's Office.

What appears on my transcript if I take a course for Pass/Fail credit?

A grade of P (Pass) will be assigned if you earn a D- or higher. A grade of PH (Pass with Honors) will be assigned if you earn B+ or higher. If you do not earn at least a D- you will receive a grade of F.

How will taking a course for Pass/Fail credit impact my GPA?

Grades of P and PH are not calculated in the GPA and have no impact. A grade of F will continue to be calculated in the GPA. If you think you will earn an F you might want to withdraw from the course. The last day to do so is April 29.

How many courses may I take for Pass/Fail credit?

There is no limit to the number of courses you may elect to take Pass/Fail for the spring 2020 semester only. (Normally, a student may elect a maximum of two courses per semester.) In addition, the number of pass/fail courses taken in the spring 2020 semester will not count toward the maximum of six courses elected pass/fail that would normally be counted toward graduation requirements.

Will a course count toward my Constellation, major and minor requirements if I take it for Pass/Fail credit?

Yes. For this semester only a passing grade will satisfy Constellation, major, and minor requirements. Normally, courses with grades of P and PH do not satisfy these requirements, unless courses are only graded on a pass/fail basis.

What should I do if I want to convert my grade to a Pass/Fail designation?

The first thing you should do is talk to your professor. He or she can help you decide if it is the best option for you based on how well you are doing in the course. Next, you should speak with your advisor because you must have your advisor's approval in order to make this change. When you are ready to submit your request you can do so by completing a Change of Registration form available online in MyLVC > MyInfo for Students > Registrar Forms > Change of Registration Form or by following this [direct link](#). Once submitted, your request will be forwarded to your advisor for review and, upon approval, will be processed by the Registrar's Office.

Why do I need my advisor's approval to convert my grade to a Pass/Fail designation?

In some cases letter grades may be required for external purposes such as licensure or admission to graduate programs. Advisor approval will help you make knowledgeable decisions regarding when it is appropriate to elect the Pass/Fail option.

When should I speak with my professor and advisor?

You should speak with your professor and advisor as soon as possible so you are informed of any implications of making this change, even if you do not elect to make the change until after the end of the semester. Knowing if you are taking the course for a letter grade or for Pass/Fail credit may impact the ways in which you balance your study time.

Can all undergraduate courses be taken for Pass/Fail credit?

No. There are three types of courses that cannot be taken for Pass/Fail credit:

- Letter grades may be required for external purposes such as licensure or admission to graduate programs. Your advisor will let you know if this is the case.
- In some cases a specific grade is required as a prerequisite for a subsequent course, which is indicated in the academic catalog. If you are taking the course as a prerequisite and a specific grade is required you may not opt to take the course for pass/fail credit. Your advisor can help you identify if that is the case.
- Graduate courses (numbered 600 or higher) taken by undergraduate students may not be taken pass/fail. This includes 4th year athletic training and physical therapy courses.

Incomplete Grades**What if I need to take an incomplete grade for a course?**

If there are compelling reasons you may extend the time it takes to complete a course as indicated by an incomplete grade. All decisions regarding earning a letter grade or taking a course for Pass/Fail credit must still be made by the end of the business day on May 22, 2020.

Academic Standing

How will this semester impact academic standing decisions?

In most cases students will not receive any new academic standing action following the spring 2020 semester only and will continue their current academic standing in the fall of 2020. Exceptions to this will occur if:

- A student earns below a 1.000 semester GPA.
- A student earns a failing grade in courses representing at least 6 credits. In this case a student will be considered for academic action.
- A student earns a GPA that warrant removal from academic action. See the [academic standing policy](#) for details.

How will eligibility for extracurricular activities and athletics be determined?

Students who are removed from academic probation will be eligible for extracurricular activities and athletics. Students who are placed on or who remain on academic probation will be ineligible for extracurricular activities and athletics.

Financial Aid Eligibility

How will this semester impact Satisfactory Academic Progress requirements?

[Satisfactory Academic Progress for financial aid](#) is still in effect and will be reviewed at the end of the spring semester. However, please be aware that an appeal process does exist to address extenuating circumstances due to the COVID-19 outbreak, among other circumstances. As the U.S. Department of Education releases additional guidance, we will inform you.

How will taking a course for Pass/Fail credit impact Satisfactory Academic Progress requirements?

The Satisfactory Academic Progress review will be based on GPA requirements and whether you completed at least 67% of your cumulative attempted credits. Grades of P and PH are not calculated in the GPA and will have no impact. A grade of F will continue to be calculated in the GPA.

Dean's List

Can I still be on Dean's List if I take courses for Pass/Fail credit?

Maybe. In order to be considered for Dean's List you must carry at least nine credit hours for a letter grade (normally 12 credit hours for grade are required). If you achieve a 3.400 or higher grade point average while carrying at least 9 credit hours for a grade (excluding courses taken pass/fail) you will be named to the Dean's List at the end of the semester. Students with an incomplete grade will not be awarded Dean's List. If, when all incompletes are resolved, you meet the Dean's List criteria, you may submit a request to be added to the Dean's List through the Registrar's Office.

Graduation Honors

Will taking courses for Pass/Fail credit impact my eligibility to graduate with honors?

No. Graduation honors are based on GPA and courses with grades of P or PH will not impact your GPA. Upon completion of bachelor's degree requirements, you will be eligible for graduation honors according to the existing policy, which will not be affected by opting to use the pass/fail option:

- Summa cum laude honors will be awarded for grade point averages of 3.750–4.000.
- Magna cum laude honors will be awarded for grade point averages of 3.600–3.749.
- Cum laude honors will be awarded for grade point averages of 3.400–3.599.

May 2020 Degree Conferral and Diplomas

I am graduating this year. When will my degree be conferred?

Because we are providing the option for students to change to Pass/Fail through May 22, undergraduate degrees will not be conferred until late May or early June. Verification of completion of teacher certification requirements with the Pennsylvania Department of Education will also be completed according to this timeline.

When will I receive my diploma?

Diplomas for all May 2020 graduates will be mailed to home addresses and are expected to be delivered by mid-July, as long you have no outstanding holds with the College. **You should verify your home address to ensure diplomas are delivered correctly** by logging in to the [MyInfo for Students section of MyLVC](#), clicking on “Verify my info,” reviewing their current information, and recording any changes.