March 25, 2020

RE: Pass/Fail Grade Option for Undergraduate Students

Dear Millersville University Faculty,

Millersville University is currently facing extraordinary circumstances that led to a temporary but immediate transition of scheduled face-to-face courses to remote learning. To ensure that all students have the opportunity to successfully complete the semester, the university will be temporarily suspending most limitations on the use of Pass/Fail grades for Spring 2020.

All undergraduate students will be allowed to convert courses in which they are currently enrolled to a Pass/Fail grading scale. This option will be extended to students regardless of the modality of the course (whether they are enrolled in a fully online or F2F course). This option will not be extended to graduate students, including those enrolled in post-baccalaureate certificate programs.

Students who wish to elect the Pass/Fail option will have the opportunity to submit a request for any or all of their courses to be converted through an electronic request form that will be available on April 13. Students must use this form to elect the Pass/Fail option by 5:00 PM on Friday, April 17. Those who do not submit a request will receive the letter grade they earn in their course(s).

When submitting grades for students through MAX, faculty will be given the choice of P or F for those students who elect the Pass/Fail option, and the usual letter grade scale for those who do not. The deadline to submit final grades will be extended to 12:00 noon on Friday, May 15.

All grades that calculate to a D- or better must be submitted as a P for all students graded on the P/F option, including for any and all courses that usually use a C- or other grade higher than a D- as a passing grade.

All undergraduate students may elect to receive P/F grades in any course, regardless of course level, Gen Ed requirement, student GPA, or number of credits earned to date. Courses taken P/F in Spring 2020 will not count toward the two-course maximum allowed by policy. Students may apply P/F courses taken in Spring 2020 toward their major, minor, professional studies, or general education requirements.

Minimum grades required for courses will remain in force. If a student elects the P/F option for a course that requires a C- to successfully complete the course, the student may not use the P grade to fulfill the program requirement, and may need to repeat the course. The P would not impact their GPA, however.
Automatic exceptions to this rule will be granted to graduating seniors (those graduating in Spring or Summer 2020). These students may elect the P/F scale for any or all of their course grades from Spring 2020 and may use a P grade to satisfy the grading and program requirements for any course or program in which they are enrolled in Spring 2020, including any courses that require a specific minimum letter grade.

Thank you for your dedication and commitment to our students’ success.

Warm regards,

Vilas A. Prabhu, Ph.D., M.B.A.
Provost and Vice President
for Academic Affairs