December 2, 2020

RE: Fall 2020 Pass/Fail Grade Option for Undergraduate Students

Dear Millersville University Faculty,

All undergraduate students will be allowed to convert grades for 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. This option will not be extended to graduate students, including those enrolled in post-baccalaureate certificate programs.

Students will have the opportunity to view the final calculated letter grades assigned by their instructors before choosing between the calculated grade and the P/F option. 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 December 17. Students must use this form to elect the Pass/Fail option by 5:00 PM on December 24. Those who do not submit a request will receive the letter grade they earn in their course(s).

Faculty will submit grades for students through MAX as usual. Students will be able to view their earned grades and will have one week to decide whether to keep their earned grade or to elect the Pass/Fail option.

All grades that calculate to a D- or better will be converted to a P for all students graded on the P/F option, including 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 Fall 2020 will not count toward the two-course maximum allowed by policy. Students may apply P/F courses taken in Fall 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 Fall 2020). These students may elect the P/F scale for any or all of their course grades from Fall 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 Fall 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