

To: La Roche University Students
From: Office of the Provost
Subject: New Undergraduate Student Policy
Date: April 7, 2020

Dear Students:

La Roche University is amending its grading policy for the current semester.

All **undergraduate** students enrolled in La Roche University coursework in the Spring 2020 semester will be permitted to convert their course grades to a Pass/No credit grade at the end of the term, **after** course grades are posted by their faculty. Students will have until Friday, May 22, to elect those changes, otherwise the final grade will stand.

Students **may elect** this Pass/No Credit option **on a course-by-course basis** according to the following conversion table.

Table 1: Pass/No Credit Grade Conversion Table

If you earn a Letter Grade of:	If your request is approved, your grade will convert to a Pass/No Credit Grade of:	Will you earn academic credit?	Will this affect your GPA either positively or negatively?
C or better	P+	Yes	No
C-, D+, D, or D-	P	Yes	No
F	NC	No	No

Final grades of Pass (“P+ or P”) will count as earned academic credit; however, students in professional schools and programs are strongly advised to seek guidance from their academic advisors and/or department chairs relating to professional accrediting organizations’ applicable guidelines. Certain majors (e.g. nursing, education, design) may not accept a grade of “P or P+” based on these external authorities’ guidelines.

Credit will not be earned for a final grade of “NC” or “no credit.” However, like the P+ and P grades, **the NC grade does not affect the student’s semester or cumulative GPA.** Normally, an “F” would significantly and deleteriously affect a student’s GPA. Students are strongly advised to take this option for any course in which they have an “F” grade.

The “Request for Pass/No Credit Grades for Undergraduate Courses” form will be available on My.LaRoche once grades are submitted by faculty. Students will have seven days (including weekend days) after the issuance of final grades that they receive in May to elect the Pass/No Credit grade option. Once selected, and after approval has been received by your Academic Division Chair, the Office of the Registrar will automatically convert your letter grade to the appropriate Pass/No Credit grade of P+, P, or NC. Otherwise, the assigned final grade will stand.

As always, students have the option of requesting an incomplete grade (request form available on My.LaRoche). However, this year, the deadline for changing your “I” grade to a letter grade has been extended. Incomplete grades must be changed and entered by the faculty member with the Office of the Registrar by Aug. 1, 2020, or the “I” grade automatically turns into an “NC.”

There are a number of situations in which you **cannot** choose Pass/No credit grades, and there are other situations in which you would probably **not want to choose the Pass/No Credit grade option**. Refer to the questions in Table 2 below to determine if Pass/No credit grades make sense for you.

Table 2: Does the Pass/No Credit Option make sense for you?

<p>If you answer “yes” to any of the following questions, this option might not make sense for you. If any answer is yes, be sure to speak with your advisor and academic department chair for guidance.</p>	
<p>Are you an education, nursing or design major?</p>	<p>If you are, you may not be permitted to take courses for anything other than for a grade. In these and other majors, external accrediting and governing bodies set grading criteria. Please consult with your advisor and department chair.</p>
<p>Is your major delivered through a special program with another institution such as LECOM, Pitt, Gannon, Palmer, Salus or Ohio Valley Hospital?</p>	<p>If you are, those institutions maintain minimum GPAs for acceptance and grades in some or all courses. Make sure to check with your department chair for the particulars.</p>
<p>Does the class you are taking require a particular grade to move forward in your program?</p>	<p>If yes, then you cannot take the course as P+/P/NC. Please consult with your advisor and department chair.</p>
<p>Are you planning on attending graduate school?</p>	<p>Graduate programs often require grades in certain courses as a condition for acceptance. If you are planning on attending graduate school at any institution, you are advised to check their admissions requirements before selecting this option.</p>
<p>Are you a graduate student?</p>	<p>This policy only applies to undergraduate students. Grade distributions for graduate students are much narrower.</p>
<p>Are you a member of an Athletic team?</p>	<p>If you are, you must adhere to strict NCAA guidelines about academic eligibility and you may be jeopardizing your ability to play. Please discuss this with your coach before proceeding.</p>
<p>Do you need to improve your GPA to maintain a scholarship?</p>	<p>Under this policy, neither P+, P, or NC does not count towards your GPA calculation and does not affect your GPA either negatively or positively.</p>
<p>Are you trying to make the Dean's List?</p>	<p>Keep in mind that to be eligible for recognition on the Dean’s List, you must have a minimum of 12 credits or more taken for a letter grade. If you have fewer than 12 credits that are graded then you will be ineligible for Dean’s List consideration.</p>
<p>Do you want to be eligible for honors societies or Latin honors?</p>	<p>To be eligible for certain honors societies and Latin honors one must have a sufficient number of “graded” credit hours. “Pass” grades will not count toward these minimum levels.</p>
<p>Are you planning to transfer (we hope not) to another college/university?</p>	<p>Some schools and certain majors will require letter grades in certain classes for admission. Please make sure you consult with the appropriate officials at the new institution.</p>
<p>Are you a student that is sponsored by SACM (Saudi Arabian Cultural Mission)?</p>	<p>SACM requires the submission of standard letter grades.</p>
<p>Are you in contention for the Academic Medalist Award (top GPA among four year La Roche students at commencement)?</p>	<p>One of the considerations is the number of courses taken “pass-fail.” So, if you are in contention for the top GPA award, you should give this some thought before electing the Pass/No Credit option.</p>

The decision to allow this flexibility is a direct acknowledgement of this unprecedented situation. We expect our remote courses to maintain the highest quality instruction possible, and that students will continue to seek the most from their courses. Your advisors are ready to assist in determining what is in your own best interest in the short- and long-term. We ask for your patience and flexibility as we implement this new approach together.

Respectfully,

Howard J. Ishiyama, Ph.D.

Provost and Senior Vice President for Academic Affairs