March 26, 2020

Dear Students,

The Faculty has extended the deadline for you to drop a course with a grade of "W" and to apply to take a course Pass/Fail this semester.

- **W option** - You may withdraw from a course with a grade of W until **May 5, 2020**. After May 5, any withdrawals will result in a "WF" on your transcript. If you are considering withdrawing from any course, make sure to consult with your academic advisor and the Financial Aid Office. Note that students still need to be enrolled in 12 credit hours to be considered full time to maintain financial aid eligibility. You can withdraw from a class through OASIS unless you are on financial hold or require a registration PIN. If you are on financial hold and are choosing to withdraw from a course, you need to email the Assistant Registrar, Cindy Hay (chay@heidelberg), and cc: your academic advisor on the email.
- **Pass/Fail option** - You may apply to take up to 12 credit hours Pass/Fail. For each course that you wish to request a change to Pass/Fail, you are required to consult with your academic advisor and then complete this form which must be submitted **by May 5, 2020**.

Additional information about the Pass/Fail option

All Pass-Fail requests will be handled on a case-by-case basis. Your advisor, the course instructor, and the major/minor/program chair signatures will be required before approval can be awarded. If you are interested in exploring the Pass-Fail option, you should be prepared to discuss the following with your academic advisor:

- If you are retaking a course to earn a higher grade – The F (0.00), D- (0.667), D (1.00), D+ (1.333), and C- (1.667) will be removed from the GPA calculation, but the Pass will not be calculated into your GPA.
- Your current grade/status in the course – Fails are assigned for a C- or lower. So, if you currently have a C- or lower in a course, you may be better off on a traditional grading scale. Consult your 8-week appraisal, your course instructor, and/or the gradebook on Canvas (if your instructor has elected to use it).
- Whether the course in question is required for your major – While some majors allow you to earn at least one D in the major coursework, a Fail will not count toward a major requirement.
- Whether you need to maintain or achieve a certain GPA by the end of the Spring 2020 semester – A Fail will hurt your cumulative GPA, but a Pass will not help it (Pass does not calculate into the GPA; F=0.000), This can impact your Satisfactory Academic Progress (SAP), athletic eligibility, and scholarship status.

• What your post-graduation plans are – Graduate and professional schools generally prefer graded coursework over Pass/Fail coursework, especially for courses required for admission. Some graduate programs will see a P on your transcript and interpret that as a C.

How do I apply to take a course Pass/Fail?

1. Discuss this option with your academic advisor.
2. Download the Pass/Fail Request [form](#).
3. Complete Part A and Save As
4. Name the form "PassFail_CourseCode_YourName" - example: PassFail_HIS106_BobSmith
5. Email the completed form to your Academic Advisor (as listed in DegreeWorks) and cc. registrar@heidelberg.edu when you do so.
6. Please note that your Advisor, course instructor, and Department Chair will review your request and either approve or deny it. They may require a virtual meeting with you for clarification and/or discussion before making their decision, so please check your [heidelberg.edu](#) email regularly.

If you do not have access to technology that will allow you to follow the steps for the form listed above, please contact your academic advisor. You can find the name of your academic advisor in OASIS.

Please know we continue to explore options to support your success.

Sincerely,

Beth M. Schwartz, Ph.D.
Vice President for Academic Affairs & Provost