

## COVID-19 Update - Pass/Fail Petition

For the fall 2020 semester only, due to the COVID-19 virus, undergraduate students will be given the option to change any or all their courses to pass/fail. The grade earned in a pass/fail course is not included in the calculation of the student's GPA.

**Undergraduate students wishing to change a class or classes to pass/fail must:**

- 1. Read the guidelines in the questions and answers below to understand the implications.**
- 2. Complete the form electronically, then send the form from your Lincoln email to [registrar@lincoln.edu](mailto:registrar@lincoln.edu) using the button below or a screenshot/markup of the filled out form. The email subject should be “pass/fail request.”**

**Q: What should I consider before deciding to convert a course to pass/fail?**

1. A student who is doing well may decide not to convert a course(s) to pass/fail because a strong letter grade might improve his or her GPA.
2. A student who is concerned about not having a letter grade for graduate or professional school may not want to convert to pass/fail.
3. A student who plans to enter a profession where a letter grade is critical for competitive employment may not want to convert to pass/fail.
4. A student who plans to pursue overseas employment where a letter grade is essential may not want to convert to pass/fail.

**Q: I'm an athlete. How does receiving a pass/fail grade affect my eligibility for athletics next year?**

A: Taking a pass/fail class may have a negative effect on a student-athlete's eligibility. Student-athletes should contact Mr. Keith Merritt before taking a class pass/fail to discuss the specific situation.

**Q: How do I request to change my courses to pass/fail?**

A: To request the pass/fail option, complete the Pass/Fail Petition form located on the Office of Registrar's webpage and submit to [registrar@lincoln.edu](mailto:registrar@lincoln.edu) from your Lincoln email address with a subject of “pass/fail request” by 5 p.m. on December 11.

**Q: Can I pick and choose which courses to take pass/fail?**

A: Yes, undergraduate students may request any or all courses be changed to pass/fail grading.

**Q: Will I know what my grade would have been if I choose to take pass/fail?**

A: Students cannot view any final grades in WebAdvisor other than the P or the F for the course(s) taken using this grading option. Instructors will not be informed about whether a student is taking a course for a letter grade or pass/fail.

**Q: What if I change my mind and want it changed back to regular grading?**

A: Once a student submits the petition for pass/fail grading, the University will not revert it to regular grading.

**Q: Will this affect my graduation because I need to have a C or better?**

A: For fall only, the University will accept P grades toward major requirements and/or general electives toward graduation. Remedial courses, as always, will not count toward graduation.

**Q: How will I know my pass/fail request has been received and completed?**

A: View the class schedule in WebAdvisor, and the second to last field will have a "P" indicating the Registrar's Office has processed the request. Please allow up 7-10 working days to process the pass/fail request.

**Q: What if I need letter grades for professional programs, employment or graduate studies?**

A: Because letter grades will be recorded, students may request an official letter attesting those grades if necessary. This letter would attest only to grades, not to GPA.

**Q. Can my professor use my midterm grade as my final grade?**

A: This decision can only be made by the course instructor; students should communicate directly with the instructor.