

# First-Term Forgiveness Policy Revision Recommendations

After exploring how to implement this new policy, we discovered some items such as timelines, language, populations and processes that we wanted to incorporate into the policy.

The Office of the Registrar, along with Financial Aid, Athletics, Pathway, Division of Global Engagement, and Office of Academic Advising, did a thorough review of the policy in connection to current processes, policy, consequences, and dates. We have drafted the recommended revised policy and highlighted the key changes.

We appreciate your consideration and review.

## Original

The Undergraduate Council and the Office of the Provost have approved a "First-term Grade Forgiveness" policy. The policy is a student success measure meant to address the challenge many undergraduate students, especially underrepresented and first-generation students, face as they transition to college. The proposal was thoroughly discussed over the 2019-20 academic year with the undergraduate council, the Office of the Registrar, the Office of Academic Advising, and Undergraduate Education and Student Success. The policy is as follows (Effective Fall 2020):

- "The grading option for first-term students who receive an F in a course will automatically be converted from graded to pass/no pass.
- First-term students who receive a D will have until the end of the following term (defined in this document as 5 pm on the last day during which finals are offered for fall, winter and spring terms and last day of the twelve-week session for summer term) to request that their grading option be converted from graded to pass/no pass.

This policy applies to:

- All matriculated first-term freshman and first-term undergraduate transfer students
- All undergraduate courses that allow the Pass/No Pass grading option.

For students who receive an F, academic standing will be calculated using the P/NP grading option. For students who receive a D, academic standing will initially be calculated using the letter grade but will be recalculated using the P/NP grade if the student requests the grading option change before the end of the following term.

Students for whom this policy is implemented will be required to meet with an advisor designated by the Office of Academic Advising before the end of the following term."

## Current Recommended Adjustments/Additions

The Undergraduate Council and the Office of the Provost have approved a "First-term Grade Forgiveness" policy. The policy is a student success measure meant to address the challenge many undergraduate students, especially underrepresented and first-generation students, face as they

transition to college. The proposal was thoroughly discussed over the 2019-20 academic year with the undergraduate council, the Office of the Registrar, the Office of Academic Advising, and Undergraduate Education and Student Success. The policy is as follows (Effective Fall 2020):

- The grading option for first-term eligible students (as defined below) who receive an F in a qualifying course will automatically be converted from graded to pass/no pass.
- First-term eligible students who receive a D-, D, or D+ will have until the end of the following term (*defined in this document as 11:59 pm PST Friday of the 10<sup>th</sup> week for Fall, Winter Spring, and 11:59 pm PST Friday of the 11<sup>th</sup> week of the final 12-week summer session*) to request their grading option be converted from graded to pass/no pass. Students are required to meet with an advisor designated by the Office of Academic Advising before submitting a request to have D grades changed to N and are encouraged to connect with a Financial Aid counselor.
- Eligible students whose F is converted to N may, at their discretion, opt out of the policy and request that the Office of the Registrar convert the grade back to F by the end of the following term (*defined in this document as 11:59 pm PST Friday of the 10<sup>th</sup> week for Fall, Winter Spring, and 11:59 pm PST Friday of the 11<sup>th</sup> week of the final 12-week summer session*). Academic standing will be based on the F grade.

This policy applies to:

- All matriculated first-term admitted undergraduate students pursuing their first bachelor degree, including transfer students.
- All undergraduate classes taken by those students that allow the Pass/No Pass grading option. Classes where the student's grade is associated with a conduct case where the student was found responsible will not be eligible to change to an N under this policy.

Students who receive an F will have the change to Pass/No Pass made by the Office of the Registrar before calculation of academic standing for the term. Any other changes to grading mode made under this policy will result in a recalculation of academic standing for the term, if the Office of the Registrar receives the request from the student prior to the end of the following term. That recalculation will be based on grades recorded for the student at the time the change takes place, irrespective of whether any other grade changes were related to this policy.

F grades that are recorded after the grading deadline will not automatically convert to an N; students who wish to request such a change will need to submit a petition for a late grade option change.

A student's record (grades, grade option, academic standing) will not be altered under this policy after the end of the following term. A student whose grade changes for other reasons (petitions to change grade option, instructor change, etc.) will not have their academic standing recalculated.

Students whose grade is updated as a result of this policy will be required to meet with an advisor designated by the Office of Academic Advising before the end of the following term. It is strongly recommended that if students are receiving veteran's benefits, they also meet with a veteran's certifying official in the Office of the Registrar.

## Adjustments

- Terminology clarifications and specifics added
- We removed that students request the change through the RO, with OAA's request for advising intervention we will work out a process we can post later, but will leave more generic in the policy.
- Adjust the end of term definition to be 11:59 pm PST Friday of the 10<sup>th</sup> week for Fall, Winter Spring, and 11:59 pm PST Friday of the 11<sup>th</sup> week of the final 12-week summer session. We are recommending the deadline be adjusted to the current end of term definition we use for our other policies such as petitions: Friday at the end of the 10th week. This ensures that any adjustments do not interfere with the critical end of term processing that occurs during finals week and keeps a consistent definition.
- Require students who want to change a D to an N to meet with an advisor as this has more consequences for graduation as well as financial aid.
- Include an opt-out process for veterans and any other students who wish to not participate and address academic standing will follow the F grade they keep.
- Included the exception for conduct grades
- Included a deadline for F grades to not auto-convert to an N after grades due (this will avoid issues with SAP for students and Financial Aid)
- Reiteration on the end of the policy and academic standing
- Address that when we run academic standing adjustments, the adjustment will include all current grades even if some changes were not due to this policy. However, we note that other grade changes due to other processes will not prompt an academic standing adjustment.