

## Frequently Asked Questions on the Spring 2020 Special Grading Policy

**Note:** To view the complete grading policy outlined by University Provost Dr. Fadi Deek, please visit the Provost website at:

<https://www5.njit.edu/provost/news/>

1. Are students required to make the decision on receiving a Pass or Fail grade before grades are released?

**Answer:** This process will occur after grades are released. So, for those grades over which you have a choice, you will be able to first see your original grade before making your decision.

2. What is the process to choose special grading option for the spring 2020 semester?

**Answer:** After grades are due, students will be invited to visit the “**Spring 2020 Special Final Grading Policy Grade-Change Request Form**” which will allow you to choose whether you want the actual grade or the special grade for your courses. A special link accessing the form will be posted on the Student Services Highlander Portal.

An email will be sent out from the Registrar’s Office explaining the process, and inviting students to visit the grade selection form.

3. What are the grades that will automatically be converted?

**Answer:** Grades of F (for both undergraduate and graduate students) will automatically be converted to a grade of NAD (non-academic credit).

Grades of D for undergraduate courses and C for graduate courses (including graduate courses taken by undergraduate students) will automatically be converted to AC (academic credit) after May 31, 2020.

**Students will have the option of changing the converted grade back to the original grade beginning June 1, 2020. Instructions on this issue will be communicated to you after June 1.**

4. What are the special grading options available to students?

**Answer: The special grading options vary based on whether a student is an undergraduate or a graduate student.**

**For Undergraduates Courses:**

**Students will have the ability to change a grade of C or higher into a P (pass).**

**For Graduate Courses:**

**Students will have the ability to change a grade of A or B to P (pass)**

5. How does the special grading policy apply to undergraduate students taking graduate courses?

**Answer: Graduate courses taken by undergraduate students as part of a BS/MS program or as an elective (by approval) will follow the policies associated with graduate courses.**

**A grade of C will be automatically converted to “Academic Credit” shown as AC.**

**Students will have the ability to change a grade of A or B to P (pass)**

6. If a student decided to change all courses but one, to a “Pass” Grade, and then kept one course they got an "A" in, would their semester GPA essentially be a 4.0?

**Answer: Yes, their semester GPA will be 4.0.**

7. Will Pass courses ever factor into the GPA?

**Answer: Pass courses will never be factored into the GPA calculation unless the student retakes the course to get a different grade. Although the official GPA will not be impacted, the actual grade earned may affect issues**

**related to academic honors, class rank at graduation, academic standing, and Satisfactory Academic Progress (SAP) – related to financial aid.**

8. If I am retaking a class this semester to replace a previous grade, would the pass/fail option replace the previous semester grade?

**Answer: Current University policy states “If an undergraduate course is repeated at NJIT, then the lowest of the grades is excluded in computation of the cumulative GPA and all other grades are included.**

**The actual grade will be used to determine whether the new grade replaces the previous grade. If the new grade is higher, it will replace the previous grade. The student would still have the option of converting that to a “P” grade if that is an option.**

9. How will the special grading policy impact academic standing?  
How will utilizing special grading options affect academic standing for students who are under pre-suspension?

**Answer: The Academic Standing of students will be initially determined through the actual grades a student receives. Students who through their actual grades improve their Academic Standing relative to the earlier semester will see the improved standing on their transcript. Students who fail to improve their Academic Standing via their actual grade, will have the same Academic Standing as at the end of Fall 2019. Therefore, a student’s academic standing may either improve or remain the same when evaluated at the end of the spring semester.**

**For example, a student who receives an academic warning can be placed on good standing, but is not at risk of being placed on probation. The policies will be modified so that this will not count against the student in the future. For undergraduate students not in Good Standing after Spring 2020, resources will be available to help them as per the usual protocol.**

10. How will the Special Grading Policy impact incomplete grades received in prior semesters?

**Answer: Students who received an Incomplete in Fall 2019 and/or Winter 2019/2020 will have extra time to remove it. The deadline will be extended to August 15, 2020.**

**Incompletes remaining as such after August 15 will be automatically converted to F without the possibility of appeal.**

**Students who have an Incomplete in a course which is a prerequisite to a course they plan to take in the summer, will need to remove it by the end of this semester (as usual) or they will have to make alternate plans for the summer courses they were planning to take.**

11. How will incomplete grades received in the spring 2020 semester be handled if there is an option to change a grade?

**Answer: Students who receive an incomplete in a spring 2020 course will not have the option to select a pass/fail alternative when the actual grade to remove the incomplete is submitted except in cases where a department makes a decision to issue incomplete grades to address issues such as completing assignments that need special equipment, addressing technical mishaps during final exams, etc. Students will also be given the pass/fail option in removing incompletes when it is documented that the grade was submitted by the instructor in error. Automatic conversions of incompletes to F at the end of the allowed period to remove the incomplete will not be converted to NAC unless there is clear proof that the non-submission of the actual grade in a timely fashion was a documented oversight of the instructor.**

12. How will the grades for courses taken at Rutgers University-Newark be handled?

**Answer: Students matriculated at NJIT who enrolled in classes at Rutgers will also have the option to change their grades based on the Special Spring 2020 Grading Policy. The grades from courses completed at Rutgers-Newark will be transmitted to NJIT, and these grades will be posted on the [“Spring 2020 Special Final Grading Policy Grade-Change Request Form”](#). A special link accessing the form will be posted on the Student Services Highlander Portal. Grades for all courses a student has taken (both at NJIT and Rutgers-Newark) will be on the same form.**