

## **Proposal for Changes to the Pass/Not Pass Policy and the Repeating Courses Policy in the Catalog**

*For consideration by the Faculty Senate Academic Standards and Admissions Committee*

*First submitted Tuesday, April 28, 2011 – no vote; didn't have a quorum  
Resubmitted Tuesday, February 7, 2012*

**Proposed:** Remove references that do not allow students to retake a course for which they received a grade of "P" (Pass). See policy statements below with proposed changes.

**Rationale:** A student may change his/her major and thus need to retake a course in which he/she received P (passing) grade for a letter grade.

### **Pass-Not Pass Grading Policy 2011 Catalog**

Students may choose to take a maximum of 9 semester credit hours on a Pass-Not Pass basis, meaning that only a P or NP will be recorded as their final grade in the course. The purpose of P-NP grading is to encourage students to broaden their education by taking courses outside the usual program of study for their major and minor disciplines. The following policies apply:

1. Undergraduate students who have earned at least 40 semester credits and who are not on academic probation (P) at the beginning of the semester are eligible. A special student must obtain approval from their academic adviser and college dean.
2. Only elective courses may be taken on a P-NP basis. In specific majors, some restrictions may apply, so students should consult with their academic adviser.
3. Except for restrictions on its own undergraduate majors, a department may not deny the availability of any of its course offerings on a P-NP basis.
4. Courses offered on a satisfactory-fail basis may not be taken P-NP.
5. Students should register for a P-NP course in the same manner and at the same time that they register for their other courses. Students should then change to P-NP by processing a schedule change form with their academic adviser's signature in the P-NP approval section of the form.
6. Students who elect to change back to a graded basis should process the change using the P-NP section of the schedule change form.
7. Changes to or from a P-NP basis must be made before the last day to drop (usually the Friday of week 10 of the term). If the change from P-NP to a graded basis is made after the first 10 class days of a semester (first five days of summer session), the course will count toward the total P-NP credits allowed.
8. Registration on a P-NP basis is not indicated on the instructor's class list. Students will receive a P if their grade is D minus or better and an NP if their grade was F.
9. Neither P (earned grade of D minus or better) nor NP (earned grade of F) is counted in calculating a student's grade point average (GPA).

10. ~~Students who pass a course taken under the P-NP system may not repeat the course.~~ When students have taken a course and received a grade, they may not repeat it for P-NP credit.
11. When students change their curriculum, any P credits that they have accumulated will be accepted by the new department if such credits are in courses normally accepted by the department.
12. Credits taken on a P-NP basis at another institution and transferred to Iowa State may be applied as electives in a student's degree program if the credits are otherwise acceptable in that program. The number of P-NP transfer credits that can be accepted depends on the number permitted by the institution from which the student is transferring. If a student transfers more than nine semester P-NP credits, no additional Iowa State P-NP credits can be applied to the student's degree program.

## Repeating Courses 2011 Catalog

1. The most recent grade for a course a student repeats will be used in computing the student's cumulative grade point average rather than the previous grade(s), up to a limit of 15 credits. (This could result in a lowered grade point average if the second grade is lower than the first, or even loss of credit if the grade is lowered to an F.) All grades will remain on the student's record.
2. Students may repeat any course for which an F grade or any passing grade ~~except P or S~~ was received, with the exception of a "S" (Satisfactory) grade, ~~but they may not elect to repeat the course under the Pass-Not Pass system.~~
3. Beyond 15 credits of repeats, both grades will be included in computing the cumulative grade point average.
4. Courses should be repeated as soon as possible, preferably within three semesters in residence, because of changes that occur with course updating, change in course number, or revision in the number of credits.
5. Approval to repeat a course in which the course number or number of credits has changed must be noted on a Designation of Repeated Course form, which can be obtained from departmental offices. This form must be signed by the head of the department offering the course and by the student's adviser, and then taken to the Office of the Registrar. Deadlines for filing repeated course forms for full-semester and half-semester courses are published in the university calendar.
6. Transfer students may repeat courses at Iowa State University for which a D or F was received at another institution. They must process a Designated Repeat Form indicating they are repeating the course to reduce a transfer deficiency.

7. Such repeated credits will count toward the 15-credit request limit and will affect only their transfer deficiency.
8. A student who has earned an F at Iowa State University may repeat the course at another institution and the credits earned may be applied toward graduation at Iowa State, but the grade earned will not be used in computing a cumulative grade point average.
9. Repeated courses may affect any federal financial aid. See the [Financial Aid web site](#) for further information.

Submitted by Laura Doering  
on behalf of the Office of the Registrar  
February 7, 2012