Hello Graduate Faculty and Graduate Studies Chairs,

The process for graduate students to request a Pass/No Pass option for a course is now open. Please recall that all graduate students can opt into PA/NP for all graduate courses graded A-E. As part of this process, documentation of a conversation with a faculty advisor (or equivalent such as a Graduate Studies Committee Chair) will be necessary to ensure the impact of the student’s decision is discussed with an appropriate faculty member. Discussion should include a plan for all forms of remediation the student may need to complete to meet minimum competency for some core or clinical courses. The following steps are required:

- As Graduate Faculty and/or Graduate Studies Committee Chairs, you will be invited to the PA/NP Graduate BuckeyeBox folder that will contain an excel spread sheet of all graduate students that completed the PA/NP process.
- You will be asked to respond “Y” in the “Approved” column after you have communicated with the student regarding the impact of opting into the PA/NP for that student.
- We ask that you access the Box folder often and persistently between now and April 18, 2020 (the day after the deadline for the graduate students to opt into PA/NP).
- We ask that Graduate Studies Committee Chairs also review the folder, identify students in their program that the faculty advisor has not indicated with a “Y”, and follow up or connect with the student themselves.

Once this process is complete our Graduate Registration Services will work with the Office of University Registrar to upload the data so that instructors will be able to convert the end letter grade to a PA/NP with C- as the minimum for a PASS.

For questions concerning the Pass/No Pass Policy for Spring term please visit the Graduate Schools our COVID-19 Updates or Graduate Students and Faculty Page.

If you have questions or concerns about this process, please contact the Graduate School by visiting our website https://gradsch.osu.edu/ or calling (614) 292-6031.

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