



## **Pass/Fail Policy for the Spring 2020 Semester**

### **How do I request a pass for a spring 2020 course?**

Anna Maria College's temporary pass/fail policy allows for students to complete the semester successfully and reduce any potential negative impact on their grade point averages (GPAs). The flexible policy is described in detail below. Student requests can be submitted between May 13-May 22, 2020, the week after grades have been posted for the spring 2020 semester.

Students who wish to request a pass for a qualified course completed in spring 2020 should reach out to their advisor and then complete the form (found through this link) to begin the process.

[https://annamaria.formstack.com/forms/pass\\_fail\\_request\\_2020](https://annamaria.formstack.com/forms/pass_fail_request_2020)

### **Pass/Fail Policy for Spring 2020 Semester**

Up until one week after grades have been posted, all full-time undergraduate students will have the option to request that **up to 2\*** non-major/program required courses be converted to pass/fail. Please note that students may not request this option for the following required General Education classes: AMC 100, ENG 102, ENG 103 & ENG 104.

The pass/fail request needs to be approved by a student's advisor or program director to assure that this decision will not compromise any program's GPA standards. Please be advised that not all majors allow for Pass/Fail grades. Approved pass/fail requests will be submitted, by the advisor or program director, to the Registrar's Office via Formstack.

For undergraduate students, a minimum grade of D must be achieved to be considered a passing grade. The grade of P does not receive quality points and is not counted in determining the quality point average. The grade of F is included in the CQPA.

For graduate students, a minimum grade of B must be achieved to be considered a passing grade. The grade of P does not receive quality points and is not counted in determining the quality point average. The grade of F is included in the CQPA.

Pass/Fail grades may not be changed to letter grades thereafter.

**\*or up to 50% of their course load for graduate, part-time, and continuing education students**

**Please see below for each major and options/restrictions for spring 2020 courses.**

**Art Therapy:** Director, Darrell Matsumoto [dmatsumoto@annamaria.edu](mailto:dmatsumoto@annamaria.edu)

- Must earn letter grade on all courses in the major.
- Meet with program director for all other courses.

**Digital Social Media Design:** Director, Darrell Matsumoto [dmatsumoto@annamaria.edu](mailto:dmatsumoto@annamaria.edu)

- Must earn letter grade on all courses in the major.
- Meet with program director for all other courses.

**Graphic Design:** Director, Darrell Matsumoto [dmatsumoto@annamaria.edu](mailto:dmatsumoto@annamaria.edu)

- Must earn letter grade on all courses in the major.
- Meet with program director for all other courses.

**Studio Art:** Director, Darrell Matsumoto [dmatsumoto@annamaria.edu](mailto:dmatsumoto@annamaria.edu)

- Must earn letter grade on all courses in the major.
- Meet with program director for all other courses.

**Self-Designed Art:** Director, Darrell Matsumoto [dmatsumoto@annamaria.edu](mailto:dmatsumoto@annamaria.edu)

- Must earn letter grade on all courses in the major.
- Meet with program director for all other courses.

**Video & Photographic Arts:** Director, Darrell Matsumoto [dmatsumoto@annamaria.edu](mailto:dmatsumoto@annamaria.edu)

- Must earn letter grade on all courses in the major.
- Meet with program director for all other courses.

**Business Administration:** Director, Liz Manos [emanos@annamaria.edu](mailto:emanos@annamaria.edu)

- Meet with program director – no restrictions

**Health Administration:** Director, Liz Manos [emanos@annamaria.edu](mailto:emanos@annamaria.edu)

- Meet with program director – no restrictions

**Sports Management:** Director, Liz Manos [emanos@annamaria.edu](mailto:emanos@annamaria.edu)

- Meet with program director – no restrictions

**Digital Marketing Communications:** Director, Liz Manos [emanos@annamaria.edu](mailto:emanos@annamaria.edu)

- Meet with program director – no restrictions

**Catholic Studies:** Director, Marc Tumeinski [mtumeinski@annamaria.edu](mailto:mtumeinski@annamaria.edu)

- Meet with program director – no restrictions

**Criminal Justice:** Director, Mike Stevens [mstevens@annamaria.edu](mailto:mstevens@annamaria.edu)

- Meet with program director – no restrictions

**Education / Teacher Preparation:** Director, Joanne McDonnell [jmcdonnell@annamaria.edu](mailto:jmcdonnell@annamaria.edu)

- No EDU courses, or Subject Matter Knowledge Requirements can be pass/fail.
- Only THE, PHL, SOC courses can be pass/fail.

**Emergency Medical Services Administration:** Director, Ted Flanagan  
[tflanagan@annamaria.edu](mailto:tflanagan@annamaria.edu)

- Meet with program director – no restrictions

**English:** Director, Lisa LeBlanc [lleblanc@annamaria.edu](mailto:lleblanc@annamaria.edu)

- Students may not request the P/F option for the following required English classes: ENG 102, ENG 103 & ENG 104.
- English majors may not request ENG 369 or ENG 230 as P/F as they are requirements.
- Students may request a P/F for ENG 311

**Fire Science:** Director, Jim Carritte [jcarritte@annamaria.edu](mailto:jcarritte@annamaria.edu)

- Meet with program director – no restrictions

**Forensic Criminology:** Director, Ann Marie Mires [amires@annamaria.edu](mailto:amires@annamaria.edu)

- Meet with program director – no restrictions

**Health & Community Services:** Director, Lisa Carpino [lcarpino@annamaria.edu](mailto:lcarpino@annamaria.edu)

- Meet with program director – no restrictions

**Health Sciences:** Director, Sue Swedis [sswedis@annamaria.edu](mailto:sswedis@annamaria.edu)

- A grade of "C" or higher must be earned in these four courses required for the Health Science major (including Pre-Pharmacy track) and thus could not be included under the Pass/Fail option:
  - BIO 212 Anatomy & Physiology I
  - BIO 213 Anatomy & Physiology II
  - BIO 222 Microbiology
  - CHM 110 Intro. Chemistry I
- Health Science students who anticipate transferring into the Nursing major must comply with that Program's grade requirements.

**History:** Director, Lisa LeBlanc [lleblanc@annamaria.edu](mailto:lleblanc@annamaria.edu)

- Meet with program director – no restrictions

**Human Development/Human Services:** Director, John Pratico [jpratico@annamaria.edu](mailto:jpratico@annamaria.edu)

- Meet with program director – no restrictions

**Law & Society:** Director, Mike Stevens [mstevens@annamaria.edu](mailto:mstevens@annamaria.edu)

- Meet with program director – no restrictions

**Liberal Studies:** Director, Lisa LeBlanc [lleblanc@annamaria.edu](mailto:lleblanc@annamaria.edu)

- Meet with program director – no restrictions

**Music:** Director, Melisa Martiros [mmartiros@annamaria.edu](mailto:mmartiros@annamaria.edu)

- Must earn letter grade on all courses in the major.
- Meet with program director for all other courses.

**Music Education:** Director, Regan Paras [rparas@annamaria.edu](mailto:rparas@annamaria.edu)

- Must earn letter grade on all courses in the major.

- Meet with program director for all other courses.

**Music Therapy:** Director, Lisa Summer [lsummer@annamaria.edu](mailto:lsummer@annamaria.edu)

- Must earn letter grade on all courses in the major.
- Meet with program director for all other courses.

**Nursing:** Dean, Linda Esper [lesper@annamaria.edu](mailto:lesper@annamaria.edu)

### **AMC PL-BSN program**

The AMC PL-BSN nursing program has minimum acceptable letter grades for all science, select general education; and, nursing courses. The official transcript must validate that the student meets the required letter grade criteria:

#### a. Science Courses:

- The AMC PL-BSN program requires that to be accepted for transfer by the nursing program; or, continue in the nursing program, a minimum letter grade of “C+” is required. Only one science course may be repeated once, and a withdrawal is considered as one unsuccessful attempt to pass a course.

The following science courses, if taken at another regionally accredited college or university needs to be preapproved by Anna Maria College; and, then the letter grade will be reviewed for acceptance are:

- Anatomy & Physiology I (4 credits with a lab)
- Anatomy & Physiology II (4 credits with a lab)
- Microbiology (4 credits with a lab)
- Introduction to Chemistry I (4 credits with a lab)

To be accepted for transfer, science course grades cannot be older than 7 years and less than a “C+” grade.

#### b. General Education Courses:

- The AMC PL-BSN program requires that to be accepted for transfer or continue in the nursing program a minimum letter grade of “C” is required for the following general education courses taken at another regionally accredited college or university:
  - General Psychology (3 credits)
  - Human Lifespan Development (3 credits)
  - Introduction to Sociology (3 credits)
  - Applied Statistics/Quantitative Analysis (3 credits)

#### c. Nursing Courses:

- Student must acquire a letter grade of C+ or above in all nursing courses. Only one nursing course may be repeated once, and a withdrawal is considered as one unsuccessful attempt to pass a course.

**RN to BSN program:** Dean, Linda Esper [lesper@annamaria.edu](mailto:lesper@annamaria.edu)

- Students must acquire a letter grade of C+ or above in all nursing courses. Only one nursing course may be repeated once, and a withdrawal is considered as one unsuccessful attempt to pass a course.

**Paramedic Science:** Director, Ted Flanagan [tflanagan@annamaria.edu](mailto:tflanagan@annamaria.edu)

- The following courses CANNOT be taken Pass/Fail in Paramedic Science:  
EMS 240, 270, 290, 300, 360, 380, 496, 498

**Psychology:** Director, John Pratico [jpratico@annamaria.edu](mailto:jpratico@annamaria.edu)

- Meet with program director – no restrictions

**Social Work:** Director, Kelly Sullivan [ksullivan@annamaria.edu](mailto:ksullivan@annamaria.edu)

- Must earn letter grade on all courses in the major.
- Must earn letter grade in SOC 201 Introduction to Sociology.