



Kutztown University Policy ACA-013

Pass/Fail Grading – Undergraduate Students

A. Purpose

The purpose of this policy is to define the standards and procedures for undergraduate students who take a course using pass/fail grading.

B. Scope

This policy applies to all undergraduate students.

C. Key words and phrases:

GPA – Stands for grade point average; formerly QPA for quality point average.

PA – Passing; credit hours are earned but has no effect on the GPA.

FA – Failing; no credit hours are earned and has no effect on the GPA.

FN – Unearned failing grade; awarded to students who did not officially withdraw from the course, but who failed to participate in course activities through the end of the term. It is used when, in the informed opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

General Education – a core curriculum that helps students develop a broad knowledge base and essential skills.

Directed General Education courses – a subset of general education requirements at Kutztown University that are structured to align more closely with a student's major, field of study, or career path.

Cognate courses – Courses in related disciplines required for the major, but not including Directed General Education courses or University Electives. Cognate courses are sometimes referred to as "concomitants." At Kutztown University, cognate courses are those listed in the "Other Required Courses" section of a program's requirements.

Major credits – Credits earned from courses required by the major, including required cognate courses in related disciplines. Major credits do not include credits earned from Directed General Education courses or University Electives.

D. Policy & Procedure(s)

1. Students with a GPA of at least 2.75 at Kutztown University and having at least 30 credits may take one course per semester on a pass/fail basis. Note: this means that transfer students must

establish a Kutztown University GPA before invoking this policy.

2. No more than 18 credits of the undergraduate program may be taken on a pass/fail basis.
3. Courses counted towards General Education requirements in Categories A, B, C, and D, as well as those counted as “University Electives” (sometimes called “Free Electives”), can be taken pass/fail.
4. First Year Seminar courses cannot be taken pass/fail. Moreover, courses that count towards major, minor, and certificate credits, including cognate courses and Directed General Education courses, cannot be taken pass/fail. Hence, students should be careful when choosing to take a course on a pass/fail basis.
5. To exercise the pass/fail option, a student must submit the pass/fail form to the Registrar’s Office by the end of the drop/add period that begins the academic session in which the course will be taken. The student may change their mind about taking a course pass/fail, but must notify the Registrar’s Office in writing that they wish to select the normal grading system for a specific course by the end of the add/drop period that begins the academic session in which the course will be taken.
6. Faculty members do not know which students, if any, are taking their courses pass/fail until it is time to report the final grades in the course. A grade of PA (passing) is awarded for course work that would normally receive a grade of “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “D+,” or “D.” A grade of FA (failing) is awarded for course work that would normally receive a grade of “F.” A grade of FN is awarded when, in the informed opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.
7. Neither a grade of PA nor FA will be included in the calculation of a student's semester, cumulative GPA, or major cumulative GPA, but credit earned for a course in which a grade of PA is awarded will count toward graduation.

E. Effective Date

Spring 2026

F. Approved By

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G. Last Reviewed

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