



FAQ for VU Dual Credit Emergency Course Grade and Course Drop Options

Valid only for Dual Credit Courses ending in Spring, 2020

What is a Pass (P) grade?

A Pass (P) grade is defined as a “C” or better and will not be counted in the student’s Vincennes University (VU) GPA. If a student selects the P/NP grade option, and receives a letter grade of “C” or better in that course, a grade of P will replace the letter grade on the student’s VU transcript.

What is a No Pass (NP) grade?

A grade of No Pass (NP) is defined as a “D” or “F” and will not count in the student’s VU GPA, nor will it count towards VU major or VU graduation requirements. If a student selects the P/NP grade option, and receives a letter grade of “D” or “F,” a grade of NP will replace the letter grade. The student will not receive VU credit, nor will they earn dual credit for the course.

Student Note: If a student will be transferring to VU, they should consider that a “D” grade may meet program requirements for some VU majors. If the course is needed for VU program requirements, and the NP designation is applied to the student’s transcript, the course must be repeated to count towards the VU program. While a “D” grade may benefit the student in meeting VU program requirements (by not having to repeat the course), it would also impact the student’s VU GPA. Students planning to attend VU are strongly encouraged to consult with a VU program representative to understand how the P/NP option may impact VU program requirements.

Are students required to take a P/NP grade rather than the traditional letter grade?

No, students are not required to designate a P/NP grade option. A traditional letter grade will be assigned by the dual credit instructor unless the student completes and submits the [VU Emergency Course Grade/Course Drop Form](#) to their dual credit instructor or designated school representative.

What if the student wants to receive a letter grade for their course(s)?

If the student wants to receive a letter grade for all currently enrolled dual credit courses, then no action is needed. Letter grades are the default grade option.

How do students request a P/NP grade in lieu of a letter grade?

The student will request this grade option by submitting the [VU Emergency Course Grade/Course Drop Form](#) to the dual credit instructor or designated school representative.

Can the decision to take a class P/NP be reversed?

No, once a student has chosen the Pass/No Pass grade option the choice cannot be reversed back to a letter grade.

When students request a P/NP grade option for their courses, do they need to select all classes, or is the decision made on a course by course basis?

The P/NP grade option is a course by course decision.

How will the P/NP or Course Drop options affect my Academic Honors or Technical Honors Diploma Requirements?

Students should consult with their high school guidance counselor or principal/director to determine the impact of a P/NP grade choice, if this is a concern.

How will a P/NP grade affect course transferability to another post-secondary institution?

Students are strongly encouraged to consult with their transfer institution of choice to understand how a grade of P/NP might impact course transferability, **prior** to choosing this option.

Can a student change a grade mode for a course that ended prior to the COVID-19 pandemic?

Grades for courses that ended prior to March 23, 2020 (i.e. fall, 1st and 2nd trimester courses) are not subject to these exceptions. These grading exceptions were developed to accommodate the multitude of challenges students and instructors are facing due to COVID-19 in this new remote learning environment.

What is the process for a dual credit instructor to submit final grades for Yearlong or Spring 2020 courses?

Dual credit instructors must submit letter grades in VU's Banner system for each student enrolled in their dual credit courses, regardless of the student's decision to select the P/NP option. If the student selects a P/NP grade option, the letter grade will be converted to P/NP by the VU Registrar Office upon receipt of a **VU Emergency Course Grade/Course Drop Form**.

Will a Pass/No Pass grade meet prerequisite requirements for a VU program?

VU programs differ on what is needed for requirements. If a student is planning to attend VU, they are strongly encouraged to discuss any Pass/No Pass grade requests with a VU program chair and/or College Dean **prior** to submitting a **VU Emergency Course Grade/Course Drop Form**.

What do students need to do to drop a dual credit courses ending in Spring 2020?

Students must submit the [VU Emergency Course Grade/Course Drop Form](#) to their dual credit instructor, or designated school representative, to drop a course. The student will not be able to reverse the drop decision. The option to drop a dual credit course is available to students through **Friday, May 15.**

If a student chooses to drop a VU dual credit course, will they receive a refund or fee waiver for the course?

No, course fees will not be refunded, nor will a fee waiver be applied to an outstanding balance on a student's account for courses that are dropped.

If a student chooses to drop a VU dual credit course, how will it impact the high school course?

Credit for the high school course will not be impacted if the student chooses to drop the course for VU credit.

What if a student cannot scan and email a signed VU Dual Credit Emergency Grade/Course Drop Option Form to the instructor?

An email from the student or a parent's email address, indicating their choice to select a P/NP or Course Drop option for each dual credit course will be accepted when attached to the [VU Emergency Course Grade/Course Drop Form](#). The email must be specific and indicate the student's grading and/or course drop option being selected, for each VU course, and must be submitted to the dual credit instructor or designated school representative **prior to May 15.**

Do students need to complete a VU Dual Credit Emergency Grade/Course Drop Option Form if they are not choosing a P/NP grade option and they are staying enrolled in all VU dual credit courses?

No, students are not required to do anything if they want to stay enrolled in all VU dual credit courses, and wish to receive a letter grade for each of these courses.
