Duquesne University School of Pharmacy  
Spring 2020 P/N Grading Option FAQs for Students in the Pre-Professional Years

The Pre-Professional School of Pharmacy policies and P/N Grading Option FAQs are specific policies for traditional pre-professional year 1 and pre-professional year 2 students. (Please note these policies vary from those of the Professional Phase Pharmacy students). However, all students regardless of year in school or major, should also review the University P/N Grading Option FAQs found on the Duquesne University website in order to have the most comprehensive understanding of all policies. More information can be found here: https://www.duq.edu under Academics > Academic Affairs > Student Information due to COVID-19.

*Important to note: All pre-professional pharmacy students need to earn a C grade or better in all of their required courses in order to be evaluated for professional phase admission for the School of Pharmacy. These courses include but are not limited to prerequisite courses, minor/certificate course requirements, study abroad courses and courses in the Schools of Liberal Arts, Business, Health Sciences, Natural and Environmental Sciences, and Music.

1. **How will pre-professional pharmacy course final grades in the Standard grade mode, be converted to the P/N grade mode?**

   If students choose to convert their original earned grade to a P/N grading option, original earned grades of A, A-, B+, B, B-, C+, C-, and D will be converted to ‘P’ (Pass) and original earned grades of F will be converted to ‘N’ (No-Pass). Courses in which students originally earned D or F grades or selected ‘N’ grade options must all be repeated.*

2. **I originally earned a D grade in my required Organic II course for Spring 2020. Can I select the ‘P’ grade option and how will it impact my GPA?**

   Yes, you may select the ‘P’ grade option. However, you will still need to retake the course and earn a C grade or better in order to be considered for professional phase admission.* The ‘P’ grade will not be included in your grade point average calculation.

3. **I originally earned an F grade in my required business course for Spring 2020. Can I select the ‘N’ grade option and how will it impact my GPA?**

   Yes, you may select the ‘N’ grade option. However, you will still need to retake the course and earn a C grade or better in order to be considered for professional phase admission.* Note you will not receive credit for the ‘N’ grade nor will it be included in your grade point average calculation.
4. I originally earned a C grade in my required liberal arts course for Spring 2020. Can I select the ‘P’ grade option and how will it impact my GPA?

   Yes, you may select the ‘P’ grade option. You will not need to retake the course for professional phase admission consideration because the original grade was a C. You will receive credit for the ‘P’ grade but it will not be included in your grade point average calculation.

5. How will P/N grading options affect course prerequisites?

   All pre-professional pharmacy students need to earn a C grade or better in all of their required courses including all prerequisites in order to be evaluated for professional phase admission to the School of Pharmacy*. For example, course prerequisites for science courses like General Chemistry I/II, General Biology II, Organic Chemistry I require a C grade or better. Original earned grades, will be used to determine if course prerequisites have been met.

6. Which Spring 2020 pre-professional courses are eligible for the P/N grading conversion?

   Students will be permitted to convert the original earned grade to a Pass/No Pass (P/N) grading option for any course in the Spring 2020 semester that was in progress or not yet started as of March 23, 2020. Courses completed prior to March 23, 2020, are not eligible for the P/N grading conversion, (i.e. study abroad courses or on-line courses in the School of Liberal Arts).

7. What is the deadline for me to request to convert my final grade(s) to P/N?

   Students will be able to select the P/N grading option only after they have viewed their original earned grades for the Spring 2020 courses in Self-Service Banner. The posting of final grades will begin on May 7th and will be available for viewing in Self-Service Banner > Basic Self-Service Banner (Version 8) > Student Records > Final Grades. Students will not be able to choose the P/N grading option for any course beyond Saturday, May 16th at 6:00pm EDT.

8. What is the process for me to convert my grade to P/N grading?

   The University Registrar is in the process of developing a formal on-line process for students to convert their original earned grade(s) to the Pass/No Pass grading option. All requests must be submitted electronically by Saturday, May 16th at 6:00pm EDT. Further details for making such selections will be communicated to students before the final grading period begins. Students’ decisions to select the P/N grading option will be
reviewed by their academic advisor. Consultation with your academic advisor is strongly recommended.

9. Once I select the P/N grading option for any course will there be an opportunity to reverse that decision prior to the deadline or later?

No. Once a student decides to select the P/N grading option for a particular course, the decision is final even if the request is made before Saturday, May 16th at 6:00pm EDT. Changes to the P/N grade option are without appeal. Only corrections resulting from grade miscalculations or grade entry errors will be made. Consultation with your academic advisor is strongly recommended.

10. If I select the P/N grading option after I have reviewed my originally earned grade for a course, will the original earned grade be available on a transcript for such things as internships, residency programs, post-graduate programs, or graduate school admission?

No. Once a grade is converted to the P/N grade option, it becomes the student's final earned grade for the course that appears on the student’s transcript. Students who anticipate the need to have the original earned grade on their transcripts in the future should not convert to the P/N option. Additionally, the School of Pharmacy cannot anticipate how a graduate school or program will view P/N grades due to different requirements for evaluation. If you have concerns about a specific program, we encourage you to review the requirements and contact the school or program prior to choosing the P/N grading option.

11. Whom should I contact if I have further questions about the P/N grading option?

If you have further questions about the P/N grading option, contact your pre-professional academic advisor, Ms. Julie Mihelcic (mihelcicj@duq.edu).