The School of Pharmacy P/N Grading Option FAQs are meant to supplement the University P/N Grading Option FAQs. In order to have all the information regarding the P/N grading option, you must also thoroughly review the University P/N Grading Option FAQs found on the Duquesne University website https://www.duq.edu/academics/academic-affairs/student-information-due-to-covid-19

1. What is the School of Pharmacy’s position on the University decision to allow students to change their original earned letter grade to a final, Pass/No Pass (P/N) grade on their transcript?

Due to disruptions caused by COVID-19 situation, the School of Pharmacy supports the decision to give students this option, while maintaining the School’s academic standards. We are committed to providing student pharmacists with the information they need to make the best individual choice given their particular academic situation and future plans.

2. How will School of Pharmacy course final grades in the Standard grade mode be converted to the P/N grade mode?

If a student pharmacist selects to convert their original earned grade to a P/N grading option, original earned grades of A, A-, B+, B, B-, C+, C will be converted to ‘P’ (Pass) and original earned grades of D or F will be converted to ‘N’ (No-Pass). Neither the ‘P’ grade nor the ‘N’ grade will be calculated into the student pharmacist’s grade point average. Please note that course credits are not earned for ‘N’ grades and the course must be repeated. The next offering of the course may not be available until Spring semester 2021.

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

Student pharmacists will be permitted to convert the original earned grade to a Pass/No Pass (P/N) grading option for any 2020 Spring semester course that was in progress or not yet started as of March 23, 2020. Courses with the final exams administered prior to March 23, 2020 are not eligible for the P/N grading option.

Summer 2020 courses are NOT eligible for the P/N grading conversion.

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

Student pharmacists will be permitted to select the P/N grading option 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. Grades entered by instructors will be posted daily and available for viewing in Self-Service Banner.

For Spring 2020 courses whose final exams were scheduled on or prior to May 6th, student pharmacists will have until Saturday, May 16th at 6:00 pm EDT to select the P/N grading option for those courses.

For Spring 2020 courses whose final exams are scheduled after May 6th, the deadline for selecting the P/N grading option for those particular courses is based on the individual course final exam date and can be found below.

<table>
<thead>
<tr>
<th>ONLINE (OPP)</th>
<th>Course Number</th>
<th>Course</th>
<th>Final Exam Date</th>
<th>P/N Grading Option Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PHBA 311-51</td>
<td>Public Health</td>
<td>5/8/20</td>
<td>5/18/20</td>
</tr>
<tr>
<td></td>
<td>PHBM 356-51</td>
<td>Human Phys II</td>
<td>5/9/20</td>
<td>5/19/20</td>
</tr>
<tr>
<td></td>
<td>PHPR 301-51</td>
<td>Compounding</td>
<td>5/10/20</td>
<td>5/20/20</td>
</tr>
<tr>
<td>WEEKEND PY2</td>
<td>PHBM 435-71</td>
<td>Pain/Disease Mgmt</td>
<td>5/16/20</td>
<td>5/26/20</td>
</tr>
</tbody>
</table>

Please be aware that deadlines for courses in the Weekend and Online pathways may be different for different courses.

Student pharmacists are responsible for meeting the deadlines for selecting P/N grading options for any course. Student pharmacists will not be able to select the P/N grading option for any course beyond its established deadline.

5. How will P/N grading affect my academic progression?

The School of Pharmacy will abide by its established criteria, policies, and procedures. Hence, original earned letter grades will remain on record in the School of Pharmacy and will be applied to all policies, including the Academic Standards: Professional Phase academic policy, which can be found on the School of Pharmacy: Professional and Graduate Student Blackboard site (Student Pharmacist Handbook → Policies and Procedures → Chapter I. Academic Standards and Codes → Professional Academic Standards).

6. How will P/N grading affect course prerequisites?

The School of Pharmacy will abide by its established criteria, policies, and procedures. Hence, original earned letter grades will remain on record in the School of Pharmacy and will be applied to all course prerequisites, which can be found on the School of Pharmacy: Professional and Graduate Student Blackboard site (Student Pharmacist Handbook → Curriculum → Prerequisites and Corequisites). Original earned letter grades will be used to determine if course prerequisites have been met.
7. **How will P/N grading affect course remediation with School of Pharmacy remediation exams?**

The School of Pharmacy will abide by its established criteria, policies, and procedures. Hence, original earned grades will remain on record in the School of Pharmacy and will be applied to all policies, including the Remediation for Required Professional Courses Academic Policy, which can be found on the School of Pharmacy: Professional and Graduate Student Blackboard site (Student Pharmacist Handbook → Policies and Procedures → Chapter V. Miscellaneous Policies → Remediation for Required Professional Courses). As outlined in this policy, student pharmacists must meet the specified criteria in order to be eligible for course remediation.

8. **I’m eligible to take a remediation exam(s). What will my final grade be if I’m successful on the remediation exam(s)?**

Student pharmacists must decide to select the P/N grading option by the established deadlines outlined in FAQ #4, which will be before the date of the remediation exam. Student pharmacists who select to convert an originally earned ‘D’ grade to an ‘N’ grade and are successful on the course remediation exam will have their course grade changed to a ‘P’ on their transcript. However, the original earned letter grade for this course will be on record in the School of Pharmacy as a ‘C’ grade, and will be applied to all School of Pharmacy established academic policies and procedures as described in previous FAQs.

Student pharmacists who do NOT select to convert an originally earned ‘D’ grade to an ‘N’ grade and are successful on the course remediation exam will have their course grade changed to a ‘C’ on their transcript. The original earned letter grade for this course will be on record in the School of Pharmacy as a ‘C’ grade, and will be applied to all School of Pharmacy established academic policies and procedures as described in previous FAQs.

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

The University Registrar is developing an online procedure for students to convert their original earned grade(s) to the Pass/No Pass grading option. Further details for making such selections will be communicated to students before the final grading period begins. Student pharmacists’ decisions to select to the P/N grading option will be reviewed by their academic advisor. Consultation with your Academic Advisor is strongly recommended.

10. **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 pharmacist selects the P/N grade option for a particular course, the decision is final even if the window for such a change is still open. Changes to the P/N
grade option are without appeal. Only corrections resulting from administrative errors or errors in grade calculations will be made. Consultation with your Academic Advisor is strongly recommended.

11. If I select the P/N grading option after I have reviewed my originally earned grade for a course, will the original earned letter grade be available on a transcript for such things as 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 pharmacists’ final earned grade for the course that appears on the student’s transcript. Student pharmacists who anticipate the need to have the original earned letter grade on their transcripts in the future should not convert to the P/N option.

12. How will potential residency programs, post-graduate programs, or employers view my decision to convert to P/N grades?

The School of Pharmacy can’t anticipate or comment on how a residency program, post-graduation training program, or potential employer will view individual course grades, including P/N grades or if they will consider individual course grades when making decisions. If you have a concern about a specific program or employer’s perspective, we encourage you to reach out to them prior to choosing the P/N grading option. Student pharmacists who anticipate the need to have the standard letter grade on their transcripts in the future should not convert to the P/N option.

13. How does P/N grading affect graduate school admission decisions?

The School of Pharmacy can’t anticipate or comment on how a graduate school or program will view P/N grades. Each graduate school has different requirements for admission. If you have concerns about a specific program, we encourage you to review the admissions requirements and reach out to the school or program prior to choosing the P/N grading option. Student pharmacists who anticipate the need to have the standard letter grade on their transcripts in the future should not convert to the P/N option.

14. 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 academic advisor. Weekday pathway student pharmacists should contact Mr. Hagan (hagan@duq.edu). Weekend and Online pathway student pharmacists should contact Mrs. Leister (leister@duq.edu).