



**UNIVERSITY SENATE**  
www.sandiego.edu/senate

**From:** Aarti Ivanic, Chair of University Senate

**To:** James T. Harris III, President

**Cc:** Ms. Megan Mazza, Interim General Counsel; Saturino Garcia, Secretary of University Senate; Thomas Herrinton, Vice Provost

**Date:** 10-16-2019

**Re:** Undergraduate Catalog Update - Pass/Fail Classes for Minors

---

Dear President Harris,

The University Senate discussed and approved on 10-10-2019 an update to the undergraduate catalog with regards to Pass/Fail classes for undergraduate minors. The specific result: **In Favor: 23, Opposed: 0, Abstain: 3.**

The changes are found starting on page 3. The vast majority of the changes are cosmetic and are designed to streamline and tighten the language. In addition to the cosmetic changes which include re-numbering of points to reflect new changes, there are two major changes which were approved:

1. Addition of point 8: "No Minor courses may be taken Pass/Fail unless the course is only offered on a Pass/Fail basis."
2. Point 6: Deletion of Engineering-specific language.

I would like to note that the proposed changes were worked on and made by a University Senate Ad Hoc Committee comprised of the faculty members representing all undergraduate units on campus. The faculty members are: Dr. Alan Gin (Business), Dr. Johan Perols (Business), Dr. Kristin McCabe (Arts and Sciences), Dr. Cameron Parker (Arts and Sciences), and Dr. Ming Huang (Engineering).

We request your approval of this proposed change to the undergraduate catalog. Please feel free to reach out to me should you have any questions.

Best,

Dr. Ivanic

### **Current Text**

Students in good academic standing, that is, with a grade point average of 2.0 at USD, may elect to enroll for courses on the pass/fail plan. All students who wish to exercise the pass/fail option must have prior authorization from their advisor. Courses taken at other institutions and transferred to USD for unit credit only are not considered to fall under the pass/fail option. Note the deadline announced in the academic calendar for changing a course to the pass/fail option or vice-versa. No changes will be made after this date. The following regulations apply:

1. Lower-division students must have successfully completed at least 12 units at this university.
2. If the course is part of a regular semester, the student must be enrolled in at least nine other units on a regular grading basis.
3. Students may take no more than one course per academic term and no more than two courses per academic year on a pass/fail basis. (Courses offered exclusively on a pass/fail basis for all students are not counted in arriving at the limit.).
4. Major courses (and courses in the preparation for the major) are excluded unless the course is only offered on a pass/fail basis and the major requires at least 24 upper-division units that must be taken on a regular grading basis. A maximum of 6 units of such pass/fail coursework may be applied to a major, including both preparation and major courses. Courses used in fulfillment of core curriculum requirements must be taken for a grade. Once a student has fulfilled a core curriculum requirement, then additional courses in the same area may be taken pass/fail.
5. Courses required for any state teaching credential are excluded.
6. Certain advanced or highly specialized courses may be excluded by departments acting in concert.
7. Research and reading courses, performance and independent study courses, and courses not lending themselves to specific grading practices may, by determination of the faculty, be included.
8. All courses designated as “activity” courses may be pass/fail (at faculty determination, not students).
9. There will be no change from pass/fail to grade or vice-versa after the deadline listed in the academic calendar.
10. The course, quiz, paper, examination and attendance requirements for pass/fail students will be the same as for students receiving a letter grade.
11. Pass requires a grade of C– grade or better.
12. Pass does not affect grade point average; Fail does affect grade point average.
13. A course taken on a pass/fail basis may only be repeated as a pass/fail course.
14. A course in which a grade of D or F is received may not be repeated on pass/fail basis, but may be repeated for a grade.
15. For first honors or second honors consideration, 12 semester units must be earned in fall or spring semesters in which traditional grades are issued.
16. A student wishing to major in a field in which he or she previously earned pass/fail credit may, with departmental permission, select another course to fulfill the requirement.
17. A maximum of 15 pass/fail units at USD is applicable to the fulfillment of degree requirements. However, in the Electrical Engineering (EE), Industrial & Systems Engineering (ISyE) and Mechanical Engineering (ME) majors, pass/fail is not permitted in any required (by title) course.

## Proposed Changes

Subject to prior authorization from their advisor, students may elect to enroll for classes on a Pass/Fail basis instead of a regular grading basis. ~~11~~ Pass requires a grade of C- grade or better. ~~12~~ A grade of Pass does not affect grade point average, but a grade of Fail does affect grade point average. Students in good academic standing, that is, with a grade point average of 2.0 at USD, may elect to enroll for courses on the pass/fail plan. All students who wish to exercise the pass/fail option must have prior authorization from their advisor. Courses taken at other institutions and transferred to USD for unit credit only are not considered to fall under the pass/fail option. Note the deadline announced in the academic calendar for changing a course to the pass/fail option or vice versa. No changes will be made after this date. The following regulations apply:

1. Lower-division students must have successfully completed at least 12 units at this university USD.
2. Students must have a grade point average of at least 2.0 at USD.
- ~~2~~ 3. If the course is part of a regular semester, the student must be enrolled in at least nine other units on a regular grading basis.
- ~~3~~ 4. Students may take no more than one course per academic term and no more than two courses per academic year on a ~~p~~Pass/~~f~~Fail basis. (Courses offered exclusively on a pass/fail basis for all students are not counted in arriving at the limit.)
- ~~15~~ 5. For first honors or second honors consideration, 12 semester units must be earned on a regular grading basis in fall or spring semesters in which traditional grades are issued.
- ~~17~~ 6. A maximum of 15 ~~p~~Pass/~~f~~Fail units at USD is applicable to the fulfillment of degree requirements. However, in the Electrical Engineering (EE), Industrial & Systems Engineering (ISyE), Integrated Engineering (GENG), and Mechanical Engineering (ME) majors, pass/fail is not permitted in any required (by title) course.
- ~~4~~ 7. Major courses (and courses in the preparation for the major) are excluded may not be taken Pass/Fail. However, unless the courses is that are only offered on a ~~p~~Pass/~~f~~Fail basis may, by determination of the faculty, be applied to the major if and the major requires at least 24 upper-division units that must be taken on a regular grading basis. A maximum of 6 units of such ~~p~~Pass/~~f~~Fail coursework may be applied to a major, including both preparation and major courses. Courses used in fulfillment of core curriculum requirements must be taken for a grade. Once a student has fulfilled a core curriculum requirement, then additional courses in the same area may be taken pass/fail.
8. Minor courses may not be taken Pass/Fail unless the course is only offered on a Pass/Fail basis.
- ~~16~~ 9. A student wishing to major or minor in a field in which he or she previously earned ~~p~~Pass/~~f~~Fail credit may, with departmental permission, select another course to fulfill the requirement.
10. Courses used in fulfillment of core curriculum requirements must be taken for a grade. No courses used in fulfillment of core curriculum requirements may be taken Pass/Fail. Once a student has fulfilled If a core curriculum requirement is fulfilled, then additional other courses in the same area may be taken ~~p~~Pass/~~f~~Fail.
- ~~5~~ 11. Courses required for any state teaching credential are excluded may not be taken Pass/Fail.
- ~~7~~ 12. Research and reading courses, performance and independent study courses, and courses not lending themselves to specific grading practices may, by determination of the faculty, be included offered Pass/Fail.
- ~~8~~ 13. All courses designated as “activity” courses may, by determination of the faculty, be offered ~~p~~Pass/~~f~~Fail (at faculty determination, not students).
14. Courses taken at other institutions and transferred to USD for unit credit only are not considered to fall under the Pass/Fail option.
- ~~9~~ 15. There will be no change from ~~p~~Pass/~~f~~Fail to grade or vice-versa after the deadline listed in the academic calendar.
- ~~10~~ 16. The course, quiz, paper, examination and attendance requirements for ~~p~~Pass/~~f~~Fail students will be the same as for students receiving a letter grade on a regular grading basis.
- ~~13~~ 17. A course taken on a ~~p~~Pass/~~f~~Fail basis may only be repeated as a ~~p~~Pass/~~f~~Fail course.
- ~~14~~ 18. A course in which a grade of D or F is received may not be repeated on ~~p~~Pass/~~f~~Fail basis, but may be repeated for a grade.

### Revised Text (upon approval)

Subject to prior authorization from their advisor, students may elect to enroll for classes on a Pass/Fail basis instead of a regular grading basis. Pass requires a grade of C– or better. A grade of Pass does not affect grade point average, but a grade of Fail does affect grade point average. The following regulations apply:

1. Lower-division students must have successfully completed at least 12 units at USD.
2. Students must have a grade point average of at least 2.0 at USD.
3. If the course is part of a regular semester, the student must be enrolled in at least nine other units on a regular grading basis.
4. Students may take no more than one course per academic term and no more than two courses per academic year on a Pass/Fail basis. (Courses offered exclusively on a Pass/Fail basis for all students are not counted in arriving at the limit.)
5. For first honors or second honors consideration, 12 semester units must be earned on a regular grading basis in fall or spring semesters.
6. A maximum of 15 Pass/Fail units at USD is applicable to the fulfillment of degree requirements.
7. Major courses (and courses in the preparation for the major) may not be taken Pass/Fail. However, courses that are only offered on a Pass/Fail basis may, by determination of the faculty, be applied to the major if the major requires at least 24 upper-division units that must be taken on a regular grading basis. A maximum of 6 units of such Pass/Fail coursework may be applied to a major, including both preparation and major courses.
8. Minor courses may not be taken Pass/Fail unless the course is only offered on a Pass/Fail basis.
9. A student wishing to major or minor in a field in which he or she previously earned Pass/Fail credit may, with departmental permission, select another course to fulfill the requirement.
10. No courses used in fulfillment of core curriculum requirements may be taken Pass/Fail. If a core curriculum requirement is fulfilled, other courses in the same area may be taken Pass/Fail.
11. Courses required for any state teaching credential may not be taken Pass/Fail.
12. Research and reading courses, performance and independent study courses, and courses not lending themselves to specific grading practices may, by determination of the faculty, be offered Pass/Fail.
13. All courses designated as “activity” courses may, by determination of the faculty, be offered Pass/Fail.
14. Courses taken at other institutions and transferred to USD for unit credit only are not considered to fall under the Pass/Fail option.
15. There will be no change from Pass/Fail to grade or vice-versa after the deadline listed in the academic calendar.
16. The course, quiz, paper, examination and attendance requirements for Pass/Fail students will be the same as for students on a regular grading basis.
17. A course taken on a Pass/Fail basis may only be repeated as a Pass/Fail course.
18. A course in which a grade of D or F is received may not be repeated on Pass/Fail basis, but may be repeated for a grade.