Bard High School Early College Baltimore
Guidelines for Pass/D/Fail, Withdrawal, and Incomplete
Spring 2020

Students who complete the semester in their college courses will receive a letter grade on their Bard College transcripts. Our campus has 3 options to present students who cannot complete the semester due to unforeseen circumstances. These provisions apply specifically to the Spring 2020 semester and may be modified for subsequent semesters. Options 1 and 3 may be used by Year 1 or 2 students; Option 2 is for Year 2s or students graduating in 2020 only.

Please note that this applies only to courses being taken for credit from Bard College, and that these grades will reflect on the Bard College transcript. There will be different guidelines for grade calculations and transcript representation for the high school credits associated with these courses.

1. **Pass/D/Fail (P/D/F)**
   Students may elect to take a course on a Pass/D/Fail basis, subject to approval by the instructor and the Dean of Studies. This option applies only to the individual student and not to the course as a whole.

   Pass/Fail courses will not count against a student’s GPA if the student passes with a C or higher (i.e. earns a 70 or higher), and the Pass/Fail course will earn credit toward the AA degree. However, the Pass/Fail course will count toward GPA should the student make a D or F in the course. Faculty will continue to grade incoming work on the letter grade scale, to determine the P/D/F grade.

   This option is designed for high performing students who have found that they are not able to produce their best work under the current circumstances, and would like to protect their GPA against a lower letter grade (B or C) than they would have earned in regular classwork. In this situation, we have implemented Pass/D/Fail to give students who are experiencing hardship the flexibility necessary to complete their coursework. Students opting for Pass/D/Fail must provide documentation to the Dean of Studies that they and their parent/guardian agree with the arrangement no later than their last day of classes.

   Please note: Bard Early College alumni and their advisors have found that the Pass/D/Fail courses on Bard College transcripts may not transfer at the student’s next university. Grades of P (Pass) are interpreted by some registrars as a grade of C or higher.

2. **Withdrawal (W)**
   Year 2 students who do not need a credit for their high school diploma and/or are not pursuing the Associate’s degree have the option to withdraw from a course. After the Add/Drop period (2 full weeks after the start of the semester) the course will be listed on the student’s Bard transcript with W as the letter grade, which does not impact GPA. However, the course cannot earn credit for college.
Students opting for withdrawal must provide documentation to the Dean of Studies that they and their parent/guardian agree with the arrangement no later than their last day of classes.

Students will not be permitted to withdraw from college courses that also meet Maryland high school graduation requirements (e.g., Seminar 201, College Algebra, etc.).

3. **Incomplete (INC)**

   Instructors may give a student a grade of INC if the student was unable to complete the requirements of a course, pending Dean of Studies approval. In all cases, including those due to a psychological or medical condition documented by a medical professional, students will have up to but no longer than the last day of classes of the following semester to complete the work for the course. If no new grade is submitted by that time, the INC will automatically revert to an F. With or without a doctor’s note, the incomplete work is due on the last day of the fall semester in January 2021. Students opting for an incomplete must provide, no later than their last day of classes, documentation to the Dean of Studies that they understand the due date for work and that they and their parent/guardian agree with the arrangement.

   Extended timeline for course completion is not recommended for Year 2 students, as the course does not count toward the student’s graduation requirements.