One-off Arrangement for Late-drop and Pass/Fail Grading Options for Postgraduate Courses Offered in Term 2, 2019-20 [Note 1]

Background

1.   The University has started online teaching in as early as mid-February 2020 and detailed guidelines have been formulated to enhance the smooth conduct of online teaching and assessment. Online teaching has been running smoothly at CUHK by and large. In general, the University is pleased that the online classes have been going well and the desired learning outcomes delivered as planned without compromise.

2.   Nevertheless, the University understands the anxiety and worries of many of our students under such an unprecedented circumstance, especially those who lack a home environment that is conducive to learning. After very serious consideration, we have decided that the following arrangements be adopted on a one-off basis for postgraduate (PG) courses offered in Term 2, 2019-20, except for courses of professional programmes or certain other courses as decided by the Graduate Division/Faculty/Offering Unit concerned. We believe that the arrangements will strike a good balance and address both the students' concerns as well as our faculty's concern for academic standards.

   i.   Late-drop option for all courses offered in Term 2, 2019-20, subject to the approval of the Graduate Division concerned; and

   ii.   Pass/Fail grading option for all courses offered in Term 2, 2019-20, except for courses of professional programmes or certain other courses as decided by the Graduate Division/Faculty/Offering Unit concerned, capped at a maximum of 6 credit units.

Detailed Arrangement

(I)   Late-drop of Courses

3.   Under the normal circumstances, students shall complete the prescribed procedure for course withdrawals within the specified add/drop period. The existing procedures for PG students to seek special approval from the Graduate Division to drop courses beyond the add/drop period have been providing flexibility to students and programmes concerned. Some programmes have a specific course offering schedule that it is more desirable to have the endorsement of the Graduate Division for application of late-drop of courses.

4.   Under this one-off arrangement, the prevailing procedures and workflow to handle requests from PG students for late-drop of courses taken in Term 2, 2019-20 will remain unchanged, i.e. students are required to submit a request before the Term end date for the endorsement of the respective Graduate Division and approval of the Dean of the Graduate School. Students' requests will be considered on a case-by-case basis.

5.   Courses that are prerequisites for subsequent courses within a programme will affect academic progression. Students should also note that dropping of courses will lead to a delay in graduation.
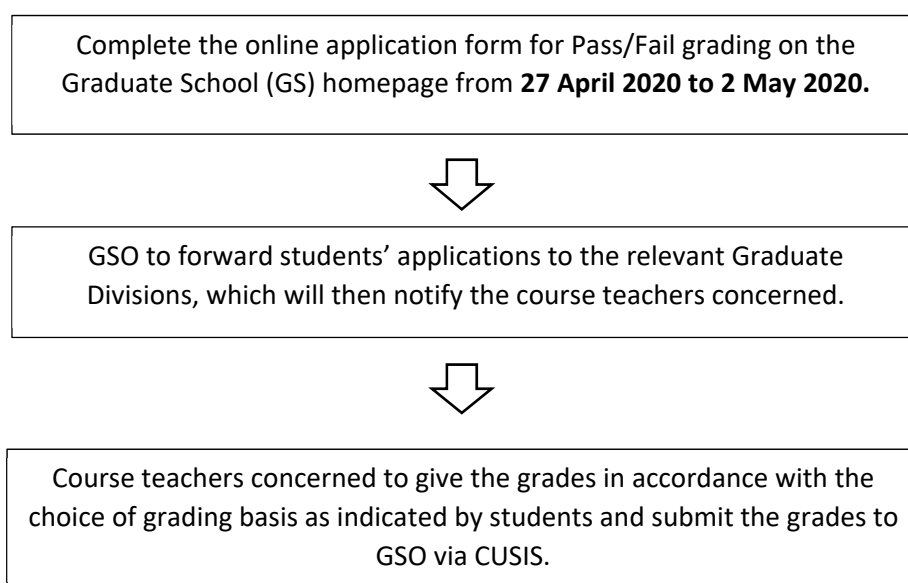
Note 1: The one-off arrangement also applies to courses offered in Term 3, 2019-20 of TPg programmes adopting special term patterns.

6.   Under no circumstances will students be allowed to drop all courses registered in Term 2, 2019-20. Students who do not wish to register any courses in a term should provide full justifications and apply for suspension of studies for consideration by the relevant authorities following the University's existing procedure.

(II)   Pass/Fail Grading

7.   Courses are graded in accordance with the prescribed grading basis and the grading scale as stipulated in the University Regulations governing their studies, and that no changes to the grading basis is allowed after the commencement of the course. Adoption of Pass/Fail grading for any existing courses must also be approved by the Senate.

8.   Under this one-off arrangement, PG students will be allowed to opt for Pass/Fail grading for the course(s) that they have taken in Term 2, 2019-20 that are originally not on Pass/Fail grading basis, **capped at a maximum of 6 credit units**. The application procedure is described below:

Complete the online application form for Pass/Fail grading on the Graduate School (GS) homepage from **27 April 2020 to 2 May 2020.**

⇩

GSO to forward students' applications to the relevant Graduate Divisions, which will then notify the course teachers concerned.

⇩

Course teachers concerned to give the grades in accordance with the choice of grading basis as indicated by students and submit the grades to GSO via CUSIS.

Courses that do NOT allow late-drop and/or Pass/Fail Grading

9.   Some professional programmes or certain other courses may <u>not</u> adopt the Pass/Fail grading option, details of which will be announced in GSO homepage on 24 April 2020.

Reminders

10.   This is a one-off arrangement that is applicable to courses offered in Term 2, 2019-20 only, with the exception of those courses specified by Graduate Divisions/Faculty/Offering Units. Students' options for late-drop and adoption of the Pass/Fail grading are <u>irrevocable</u>. No changes will be allowed after the stipulated deadline.

Note 1: The one-off arrangement also applies to courses offered in Term 3, 2019-20 of TPg programmes adopting special term patterns.

11.   Students should note that if they have opted the Pass/Fail grading for any courses that they have taken in Term 2, 2019-20, the grades obtained (i.e. Pass or Fail) will have NO impact to the calculation of their grade point average (GPA), including Term GPA and Cumulative GPA. Since all these are contributing factors to the progression (i.e. academic standing), and the determination of Dean's lists for TPg students, students should think very carefully and consult their academic advisers, course teachers or Programme Director before deciding to drop a course or opt for Pass/Fail grade. They should also complete all the course requirements even if the Pass/Fail option is taken, to optimize learning.

12.   For each course, students can only submit applications to choose *one of the above two options*. Students who have not submitted any applications for these options will be graded according to the existing grading basis of the respective courses.

13.   Students are required to submit application for late-drop of courses to the respective Graduate Divisions before the end date of the term concerned. The deadline for submission of online applications for the Pass/Fail grading option is **2 May 2020**. Late applications will NOT be considered.

Graduate School
April 2020

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