**One-off Arrangement for Late-drop and Pass/Fail Grading Options
for Undergraduate Courses Offered in Term 2, 2019-20**

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, we do understand 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 undergraduate courses offered in Term 2 of 2019-20, except for courses of professional programmes or certain other courses as decided by the 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.

> (1) Late drop option for all courses offered in Term 2 of 2019-20, except for courses of professional programmes or certain other courses as decided by the Faculty concerned;

> (2) Pass/Fail grading option for all University Physical Education courses; and

> (3) Pass/Fail grading option for all other courses offered in Term 2 of 2019-20, except for courses of professional programmes or certain other courses as decided by the Faculty concerned, capped at a maximum of 6 credit units, exclusive of the Physical Education courses.

Detailed Arrangement

(I) Late-drop of Courses

3.   Under normal circumstances, students shall complete the prescribed procedure for course withdrawals within the specified period as determined by the Senate, and observe the course load requirement as stipulated in the University Regulations governing their studies.

4.   Under this one-off arrangement, all undergraduate students who have registered for courses in Term 2, 2019-20 will be given the option to late-drop one or more course(s) (see paragraphs 5 & 8), in CUSIS during the special late drop period from 27 April to 2 May 2020, except those courses specified by Faculties/University Core Requirement course offering units that do NOT allow late drop (see paragraph 12).

5.   Blanket endorsement from the Major Programme(s) concerned and approval from the Registrar are also deemed to be given for students whose course loads fall below the minimum course load requirement of 9 units after late-dropping the course(s).

6.   Students must observe the application deadline strictly, which is a one-off arrangement after which they will have to follow the normal procedure for dropping courses as stipulated by the University Regulations.
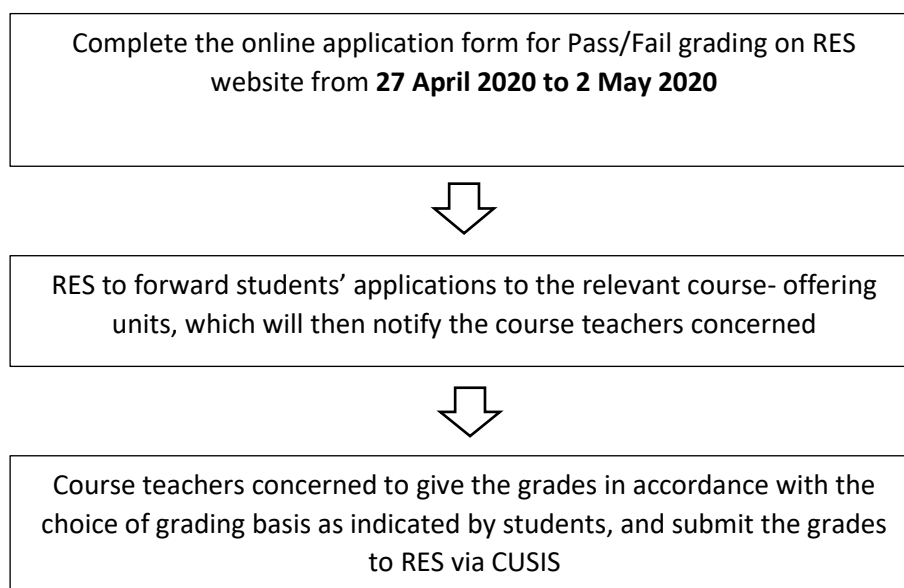
7.   Courses that are prerequisites for subsequent courses or must be taken simultaneously in the same term within a programme will affect academic progression. Graduating students should make sure that they will still fulfil the graduation requirement of their major programme in exercising this option.

8.   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

9.   At present, 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.

10.   Under this one-off arrangement, students will be allowed to opt for Pass/Fail grading for all University Physical Education courses, as well as for all other courses that they have taken in Term 2, 2019-20 that are originally not on Pass/Fail grading basis (please refer to paragraph 12 below for exception of courses), capped at a maximum of 6 credit units, exclusive of the Physical Education courses. Students should also take note of the separate announcement by the PE Unit regarding practical-skill examination options. The application procedure is described below:

Complete the online application form for Pass/Fail grading on RES website from **27 April 2020 to 2 May 2020**

⬇

RES to forward students' applications to the relevant course- offering units, 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 RES via CUSIS

11.   Students who pass a course will earn the credit units of the course as specified.

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

12.   Some professional programmes or certain other courses may not adopt the late drop and/or Pass/Fail grading options, details of which will be announced in RES homepage on 24 April 2020.

Reminders

13.   This is a one-off arrangement which is applicable to courses offered in Term 2, 2019-20 only, with the exception for those courses specified by Faculties/University Core Requirement course offering units. Students' options for late-drop and adoption of the Pass/Fail grading are irrevocable. No changes will be allowed after the stipulated deadline.

14.   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, Cumulative GPA and, where applicable, Major GPA. Since all these are contributing factors to the assessment of honours classification, and to the progression (i.e. academic standing) and determination of Dean's lists for students, students should think very carefully and consult their academic advisers and course teachers before deciding to drop a course or opt for Pass/Fail. They should also complete all the course requirements even if the Pass/Fail option is taken, to optimize learning.

15.   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.

16.   The deadline for late drop of courses in CUSIS and/or submit the online application form for Pass/Fail grading is **2 May 2020**. Late applications will NOT be considered.

Registry
April 2020