

PASS/FAIL POLICY

Frequently Asked Questions

1) How does the Pass/Fail policy work?

SUSS first introduced its Pass/Fail policy in response to the COVID-19 situation in January 2020 semester. The Pass/Fail policy works as follows:

After the release of exam results, there will be an application period for you to convert the courses that are awarded with letter grade to Pass/Fail. This is optional.

Grades awarded as a result of the Pass/Fail option have no Grade Point Value (GPV) and will not be included in the computation of the Cumulative Grade Point Average (CGPA). 'Pass' and 'Fail' will be reflected as 'P' and 'F' respectively in the academic transcript.

Note: A letter grade of 'F' is automatically converted to a 'Fail' in the semester which the student completed the course, which counts towards the number of credit units on which the student may exercise the Pass/Fail option.

The number of courses with a letter grade of 'F' may exceed the number of credit units on which the student may exercise the Pass/Fail option at any point of time during his or her period of study. In such cases, the Pass/Fail option is utilised on courses in a semester, in the following order of priority:

- Number of credit units of the course, from highest to lowest; and
- Alphanumeric order of the course code (e.g. ABC101 before BCD101, ABC101 before ABC102).

Any academic misconduct related to assessment is not eligible for the Pass/Fail option. The original letter grade will remain and be included in the computation of CGPA.

Pass/Fail Option is not applicable for CET students and Pre-requisite/Foundation programmes (i.e. APSWK, PRSWK, PRCOU, FDBCEM & FDBECC).

After a student exercises the Pass/Fail option on a course, he or she cannot exercise the option for subsequent attempts of the same course (e.g. a student's F grade for BUS100 was auto converted to Fail in this semester, in the next semester, his/her F grade for BUS100 cannot be converted to Fail).

Students who exercise the Pass/Fail option for more than two courses (regardless of the number of credit units) will be excluded from academic achievement awards for the rest of their time in the programme.

Students may apply for credit recognition or credit transfer for courses read when restarting a programme, or transferring to a new programme. 'Pass' and 'Fail' awarded as a result of the Pass/Fail option in these courses, if relevant, will be transferred to the new/restarted programme.

2) What is the maximum credit units that I can convert to Pass/Fail?

Programmes	Students enrolled from July 2020 semester and before	Students enrolled from January 2021 semester onwards
Undergraduate	Maximum 25 cu including unused quota from previous semesters	Maximum 15 cu

Undergraduate students enrolled from the July 2023 semester onwards (except Law students) may exercise the Pass/Fail option as shown in the following table:

Degree Type	Students enrolled from July 2023 semester onwards	
	SUSS Core Courses	All other courses
Full-time undergraduate degree	Maximum 40 cu	Maximum 10 cu
Part-time undergraduate degree with Honours	Maximum 20 cu	Maximum 20 cu
Part-time undergraduate degree	Maximum 15 cu	Maximum 15 cu

Law students may exercise a maximum of 15 cu of Pass/Fail option.

Graduate students may exercise a maximum of 10 cu of Pass/Fail option.

- No student is permitted to opt for Pass/Fail treatment for LAW499 Legal Clerkship Programme.
- For Law students, the original letter grade and the GPV will be indicated on the academic transcript, along with a note explaining that the grade is not included in the computation of CGPA.

- No student is permitted to exercise the Pass/Fail option for any Capstone project, Applied project, Applied Research project or courses as indicated below:

Course code (Pass/Fail conversion not applicable)					
ANL488	ECC399	FIN599	IPM688	PSS499	SWK498
ANL588	ECE499	FMT499	LOG488	PSY499	SWK499
BME499	ECE599	GER688	MGT599	PSY599	SWK688
BPM499	ELG499	HDS601	MKT498	RSH688	TSL688
COU688	ELT499	HRM488	MKT499	RSH799	VIS499
DBA799	ENG499	HRM499	MTD499	RSS699	
EAS499	FIN498	ICT499	MTH499	SEC499	

3) How does the Pass/Fail policy benefit me?

Pass/Fail has no Grade Point Value (GPV) and will not be included in your cumulative Grade Point Average (CGPA) computation. It will be reflected on your transcript as “P” or “F” except for Law programmes.

Example:

No.	Course	Old Result	Grade Point Value	New Result	Grade Point Value
1	ACC202	F (REPEAT)	0.00	F (REPEAT)	-
2	BUS103	W (RE-SIT)	-	W (RE-SIT)	-
3	BUS205	B-	3.00	B-	3.00
4	LOG201	C+	2.50	P	-
5	SCO101	D	1.00	P	-

4) After I opted for Pass/Fail, can I change my mind?

No, once your letter grades are converted to Pass/Fail, the decision cannot be reversed.

5) Can I use the Pass/Fail policy for my courses taken in the previous semesters?

No, it is not applicable to courses taken in the previous semesters.

6) I obtained an “F” letter grade with resit eligibility. After I convert to Fail, would I still be eligible to resit the course at the next presentation?

Yes, you are still eligible for the resit.

7) What if I have not fully utilized the Pass/Fail quota from previous semesters?

Unused Pass/Fail quota awarded will be carried forward for future semesters. Please refer to point 2 above on the maximum CU allowed for conversion.

8) Is Pass/Fail policy applicable to Resit students?

Yes, Pass/Fail policy is applicable to Resit students.

9) I was on Academic Warning (AW) as my CGPA was below 2.0 before January 2024 Semester. If I apply for Pass/Fail for my current courses, will I be issued Academic Termination (AT) for January 2024 Semester if my CGPA is still below 2.0 after Pass/Fail conversion?

Yes, as your CGPA is below 2.0 for January 2024 semester.

You are advised to put in effort to improve your CGPA and seek counselling from your Head of Programme to meet the required CGPA to graduate if required.

10) What are the academic achievement awards that I will be excluded from if I exercise the Pass/Fail option for more than two courses?

It refers to all awards in general where courses, which are part of the permutations in an award, should have a grade for assessment.

***Note:** Awards are given to graduates whose achievements, both academic and non-academic, are held up as shining examples for other students to aspire towards. Award winners exemplify the best of what our university has to offer throughout their programmes of study. Students who exercise Pass/Fail option would lower the chances of academic awards.*

11) When is the Pass/Fail conversion application period?

The Pass/Fail conversion application will be made available during the exam grade appeal period.

You may submit your application via Student eService by clicking on the Pass / Fail Conversion Application button.

The deadline for application submission is **20 July 2024**. You are allowed multiple submissions before the closing date.

The outcome of your Pass/Fail conversion application and revised CGPA will be released to you via Student Portal (under View Exam Result) by **29 July 2024**.

You would need to wait for the outcome to be released. We seek your kind understanding that our Student Services Department would not be able to provide you with a forecast CGPA based on your submitted application.

Please note that an increase in the SGPA may not necessarily translate to a higher CGPA.

Please refer to the example below on the computation of Cumulative Grade Point Average (CGPA):

$\text{SUM (course cu x course GPA) / (total cu of all graded courses)}$.

Illustration 1 (without Pass/Fail Conversion grade):

Course	Number of CU	Grade	Grade Point
Course 1	10 cu	A	5
Course 2	5 cu	F	0
Course 3	5 cu	D	1

$$\begin{aligned} \text{CGPA} &= [10 (5)] + [5 (0)] + 5 (1) / [10 + 5 + 5] \\ &= 55 / 20 \\ &= 2.75 \end{aligned}$$

Illustration 2 (with Pass/Fail Conversion grade):

Course	Number of CU	Grade	Grade Point
Course 1	10 cu	A	5
Course 2	5 cu	F	-
Course 3	5 cu	P	-

$$\begin{aligned} \text{CGPA} &= [10 (5)] / [10] \\ &= 50/10 \\ &= 5 \end{aligned}$$

~End~