Process for S/NC grade option change requests:

0) Students consult with advisers, mentors, faculty, family, etc. and decide that they wish to change 1 or more classes to an S/NC grade option

1)      Academic Centers collect the information (likely from advising staff via the use of a Qualtrics link) on a spreadsheet that should contain:

* Student’s PeopleSoft ID#, Name, Subject Code, Catalog Number, Class Number, New Grade (S or NC supplied by Dean’s office)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PS# | Name | Subject Code | Catalog Number | Class Number (CRN) | Grade |
| 1234567 | Jane Doe | PSY | 0010 | 12345 | S |
| 1234567 | Jane Doe | MATH | 0220 | 23456 | S |
| 2345678 | John Doe | MATH | 0230 | 34567 | NC |

2)      The University Registrar has already set up Box folders to receive hard copy grade change forms and other miscellaneous documents. Academic Centers should continue to use that folder to submit spreadsheets on a daily basis so that we can process the requests as soon as possible.

* Submit a *new* spreadsheet each day
* The list should be submitted by someone that we already have an authorized signature for approving grade change requests
* If any academic center does not already have a Box folder set up, please contact Linda Lieu at [lieul@pitt.edu](mailto:lieul@pitt.edu)

3)      At some later date, if a student wants to request that their grade be changed back to the original letter grade basis, they should contact their Dean’s Office.  The Dean’s Office should submit a hard-copy grade change form to the URO requesting the grade be converted back to the original grade; the URO will identify the original grade and revert it back to the one that was submitted on the original grade roster.