To: Pitt Johnstown Students

From: Office of Academic Affairs

Date: April 30, 2020

Subject: Process for Submitting S/NC Grading Option for Spring Semester

The University is offering a process to allow a significant level of flexibility in course grading for the spring (2204) semester. Starting on May 5th, you may choose to convert one or more course grades to a Satisfactory (S)/No Credit (NC) basis.

Deadline to submit the electronic requests - Monday May 11th at 11:59 PM.

Process for submitting requests at the Johnstown Campus:

Student will access Campus Services on the Pitt-Johnstown homepage (www.upj.pitt.edu) to submit their S/NC grade option request(s).

Student will log in with their Username and Password. Click on the option to change spring course grades to S/NC, and your spring semester courses and letter grades will appear. You then have the option to enter the S or NC grade(s) for the course or courses that you do not wish to count toward your GPA.
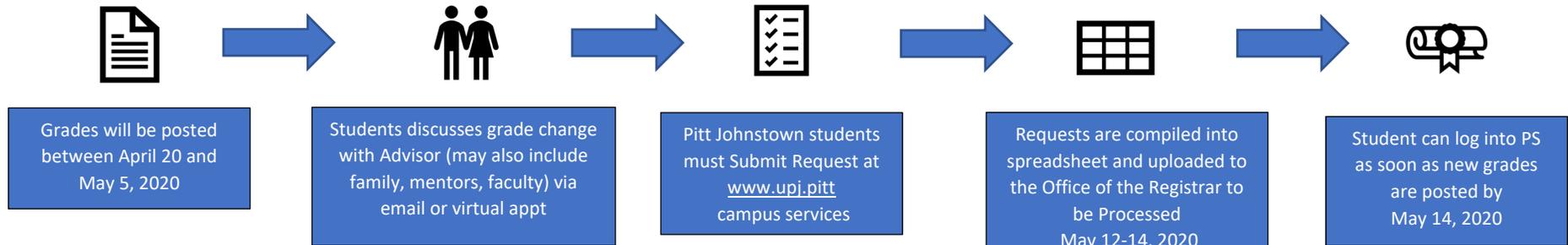
Keep in mind NC indicates that you will earn neither academic credit nor a grade for the course.   With the S or satisfactory option, your grade will not count toward your GPA, but you will earn academic credit for the course.

The attachment to this email as well as the homepage of the UPJ website contains the following information to help students and advisors in the process:

- Timeline for the Process
- Information about the S/NC option
- Information to aid discussion with Advisors and others who will help you make this decision
- Student resources and referrals
- Process for submitting requests at the Johnstown Campus

It is essential that you carefully review this information before choosing to change one or more grades to S/NC. If you have questions, you may contact your advisor, the Academic Division which houses your major, the Registrar's Office at upjreg@pitt.edu, or the Academic Success Center at upjasc@pitt.edu. If you choose the NC option for one or more courses, contact Financial Aid at upjaid@pitt.edu as a reduction in credits can affect earning Satisfactory Academic Progress for federal and/or state aid.

Grades will be posted between April 20 and May 5, 2020

Students discusses grade change with Advisor (may also include family, mentors, faculty) via email or virtual appt

Pitt Johnstown students must Submit Request at www.upj.pitt campus services

Requests are compiled into spreadsheet and uploaded to the Office of the Registrar to be Processed May 12-14, 2020

Student can log into PS as soon as new grades are posted by May 14, 2020

What is S/NC:

S/NC is not a "pass/fail" grading system. S stands for Satisfactory. NC stands for No Credit. For undergraduate classes, S corresponds to a grade of C or better, and NC corresponds to a grade of C- or lower.

All courses that are awarded S grades will count toward graduation/degree requirements and satisfy future course prerequisites. Courses awarded NC grades will not count toward graduation/degree requirements nor fulfill course prerequisites.

Neither S nor NC grades will impact a student's GPA. That is, a term-based GPA (and cumulative GPA) is calculated solely based on those credits that maintain a letter grade.

Courses that are awarded NC grades will need to be repeated if the course is required for graduation in the student's program or if a minimum grade of S is required (e.g., C or better in Calc 1 or Calc 2).

What to Discuss:

Verify the student's major / program of study and specific requirements.

Verify the student's next goal (e.g., grad school, career) and check specific requirements: Does the program allow S/NC (pass/fail) for admission. Note that these rules may treat "required courses" -- for example, in medical school admissions – differently from "elective courses? Will the employer look for specific grades?

If the student is on academic warning/probation, S grades do not help to raise GPA.

Offices to Discuss:

Internal or external scholarship requirements: Financial Aid (upjaid@pitt.edu)

SAP (satisfactory academic progress) concerns: Financial Aid (upjaid@pitt.edu)

Military affiliated students: Office of Veterans Services or Registrar's Office (upjreg@pitt.edu)

International students: Sherri Rae (srae@iptt.edu)

Academic warning/probation concerns: AVPAA Office (kilpatri@pitt.edu)

Available Starting: May 5th

Deadline May 11th at 11:59 PM

To submit S/NC grade option request(s) Student will access the electronic form using Campus Services (top right corner) on the Pitt-Johnstown webpage (www.upj.pitt.edu).

Student will log in with their Username and Password.

Select Submit a Satisfactory / No Credit Grade Request.

Student's spring courses and letter grades will appear. Student will then have the option to enter S or NC grade(s) for the course or courses that will not count toward the GPA.

Follow instructions on screen for editing and submitting request form when complete.

Student will receive confirmation email after submitting request.

Students can access the form again to make any changes up until the deadline. The information that is present at the time of the deadline will be forwarded May 12th to the Office of the Registrar for processing.

Remember: the process for opting to take S/NC is up to the student. As advisors and mentors, we can provide all options and guidance. The default for the spring 2020 semester will be the final Letter Grade (LG) for the course and students will need to go through the process to convert to S or NC.

A few situations in which a student may wish to request a change from LG to S/NC:

Student receives a poor grade and will need to repeat the class regardless (e.g., C-F in a required major course).

Student receives a C in a class but doesn't want the C factored into their GPA.

Student receives a B in a class, but wants to preserve their 4.0 GPA.

H/S/U grades are also eligible, and a U (unsatisfactory) can convert to NC (No Credit). Contact Advisor to discuss option.

A few situations in which a student may NOT wish to request a change from LG to S/NC:

A S/NC may not translate to graduate or professional schools (e.g., med school required courses, law school).

A S/NC grade may have a negative impact on future licensure or on the accreditation status of their present program.

A student received a grade less than S (e.g., C- or D), but can continue to progress through their program with any passing grade in the class in question.

If a student needs to maintain satisfactory academic progress for financial aid purposes (where a D would count, but NC would not) and changing the class in question would lower their Pace of Progress below 67%.

If a student is military affiliated (ROTC, veteran) and needs to maintain their scholarship