

May 18, 2020

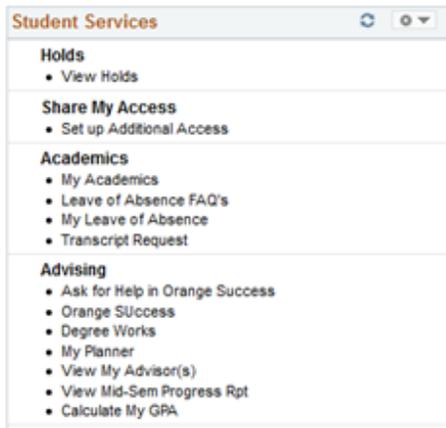
Dear Students,

In a memo dated March 31, 2020, Dean Boise shared details regarding the elective pass/fail grading policy that the College of Law has adopted for the Spring 2020 term. That email is attached here for your review.

Final grades will start to post to MySlice today at 5:00 pm EDT. Final grades will continue to be posted each day, as they are received by the Registrar's Office from faculty. While we will send this email out again as a reminder over the next few weeks, you will not receive personal notification when a specific grade has posted to MySlice. Students will be responsible for electing a grade change within the timeframe communicated below. Please do not contact instructors or the Registrar's Office to find out when grades were submitted.

Important information and Deadline:

- After a final grade has posted, **students will have one week (7 days) to complete the process detailed in the instructions below to elect that a grade of "Pass" replace the actual grade received.**
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- You may elect to change any Spring 2020 grade, "D-" or higher, to a grade of "P." Courses that are already graded on a pass/fail basis or on the Alternative Grading System cannot be changed.
- If you petitioned to change a course to pass/fail grading during the semester, please note that all prior pass/fail elections have been changed back to the original grading basis for the course. If you would like to convert the grade to a passing grade, please follow the instructions included in this message. For more information regarding prior pass/fail elections, please refer to the FAQ.
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- Once you have submitted your election, you may not change your election back. Please utilize the GPA Calculator found on MySlice to determine the impact that changing a grade to "Pass" will have on your GPA. To find the GPA Calculator, log into MySlice, navigate to the Student Services tab, and click "Calculate My GPA" under "Advising."



- Changing a posted grade is a manual, multistep process for the College of Law Registrar's Office. With the volume of requests expected, we anticipate being able to process your request within 72 hours of receiving it (longer if you submit your request over a weekend). We appreciate your patience with this process.

Instructions to Change a Grade to "Pass":

1. In a recommended browser (Chrome or Firefox), navigate to the Student Affairs tab of the College of Law website. On the Student Affairs tab, select "Student Service Request Form," and fully complete the top portion of the form. The link directly to the form is - <http://law.syr.edu/student-affairs/student-service-request-form>
2. Under "Type of Request," select the "Academic Requests or Rules" button
3. A new menu will appear, from which you should select "**Pass/Fail**"
4. Click the box to confirm that you understand that your election, once processed, cannot be reversed
5. Fully complete the remainder of the form, click the box to indicate your signature, and submit. The form may take several seconds to submit – if you do not get a success message, please try your request again from a different browser.
6. You will receive confirmation via email once your grade change has been processed. You may need to check your email spam folder in order to view this confirmation email.

Please wait to complete this process until you can view your final grade in MySlice – we cannot change grades that haven't been officially posted yet.

If you submit a request to change a grade before the final grade has been posted, you will be required to resubmit a request after the grade posts.

Transcript Notation – How Your Spring 2020 "Pass" Grade Will Appear on Your Transcript:

After your requested grade is officially changed to "P" in the system, both the advising transcript and the official transcript will designate the "P" grade with an asterisks (*).

The University Registrar’s Office has instituted a message/explanation that will be included on your official transcript only that gives reference to the University’s response to COVID-19.

The message reads: “For Spring 2020, due to changes necessitated by response to the COVID-19 pandemic, Passing grades were assigned as P*.”

An image of the transcript notation is below. Again, you will see this message on your official only – this message will not appear on your advising transcript.

C	2.0	NR	Not required	Not counted
C-	1.6666	P, P*	Passing	Not counted
D (Undergraduate & Law only)	1.0	RM	Remedial	Not counted
D- (Law only)	.6666	V	Variable length course – grade not yet due	Not counted
F	0	WD	Withdraw	Not counted

□

Prior to January 1981, NA's counted as F's. Prior to August 2017 NA indicated Did not attend/withdraw. Obsolete symbols that may appear on older transcripts include NC (no credit, not counted for GPA); S (satisfactory, not counted); U (unsatisfactory, 0 points); WF (withdrew failing, 0 points); and WP (withdrew passing, not counted). As of September 1987, the grading system was expanded to include plus (+) and minus (-) grades as shown above for all non-Law courses. For Spring 2020, due to changes necessitated by response to the COVID-19 pandemic, Passing grades were assigned as P*.

If you have questions regarding the implications of changing an actual grade to a “Pass” grade, please review the attached memo (the memo contains the link to the FAQs available to answer grading policy questions) and utilize the GPA Calculator on MySlice.

If you have questions about the grade change process as described above, please respond to this email directly.

Thank you,

Sally M. Greene

Registrar

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