

Good Afternoon,

Below is the step-by-step process for the P/NP grade conversion. Please let me know if you have any questions.

1) First, a student will go to the Office of the Registrar webpage <https://www.isu.edu/registrar/> and complete the form requesting a P/NP grade conversion. The link to the online form will be available from May 13, 2020 - July 1, 2020. The student will receive an email detailing their request which they will need to forward to reginfo@isu.edu

2) Second, the Office of the Registrar will send an email to the instructor of record making them aware that the student request has been submitted.

3) Third, the instructor has the option to respond to the request. No action is required. The instructor has five business days to *reject* the request. If the instructor rejects the request, the grade change will *not* move forward. If the instructor does nothing, the grade change will move forward. Once again, a response by the instructor is *optional*.

The deans' offices will have access to a report of all requests including those that are outstanding. A student must submit the grade conversion request by July 1, 2020 for it to be considered.

Thank you!

Cindy

--

Cynthia D. Hill, PhD

Associate Vice President | Division of Academic Affairs
Academic Success and Advancement Programs
Professor of Economics

Student Success Center, Rendezvous Building | Room 323
921 South 8th Ave., Stop 8010 | Pocatello, ID 83209
(208) 282-3662 | hillcynt@isu.edu

