



**Idaho State
University**

Pass/No Pass Grade Petition Process

Dear Student,

Due to the unforeseen circumstances surrounding spring semester, Idaho State University will allow students to petition to transition to a Pass/No Pass grade after Spring 2020 grades post and prior to July 1, 2020. Students should consult with an [academic advisor](#) prior to submitting a petition to transition a grade to Pass/No Pass. The online petition form will be [posted online](#) with grades later this week.

Before petitioning for Pass/No Pass grade, students should note:

- A student must earn a 'C' grade or better to transition to a 'P' grade. A student who earns a 'C-' or less may receive an 'NP' grade.
- No credits are awarded for an NP grade.
- P/NP grades are not calculated as part of the GPA.
- Transcribed grades of 'W', 'F', 'U', or 'X' with a reported last date of attendance submitted by the instructor of the course will not qualify for conversion to the 'Pass/No Pass' option.
- A P/NP grade can affect your scholarships and financial aid. Students should speak with the Financial Aid Office (208-282-2756), Scholarship Office (208-282-3315), or Central Academic Advising (208-282-3277) regarding the implications of transitioning to a P/NP grade.

The process to convert a grade may take 8-10 days to allow the instructor of record to review the request and for the change to be processed.

As always, if there is anything we can do to help you, please do not hesitate to let us know.

Roar, Bengals, Roar!

Laura Woodworth-Ney
Executive Vice President and Provost

Lyn Redington
*Vice President for Student Affairs and
Enrollment Management*

Pass/No Pass Step-by-Step Process

1. Visit the [Office of the Registrar website](#) and complete the form requesting a P/NP grade conversion. The link to the online form will be available from May 13 to July 1, 2020. After submitting the form, the student will receive an email detailing their request. The email will need to be forwarded to reginfo@isu.edu.
2. The Office of the Registrar will send an email to the student's instructor making them aware that a request has been submitted.
3. The instructor has the option to respond to the request. No action is required. If they choose, 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.

A student must submit the grade conversion request by July 1, 2020 for it to be considered.

*This email was sent to Idaho State University students.
Send comments, feedback, and questions to communications@isu.edu.*