QUICK WALK THROUGH OF P/NP PROCESS (SPRING 2020)

KEY DATES FOR STUDENTS

May 13th (noon): Beginning at this date and time, students may login to Access+ to view grades and designate eligible courses (all, some, or none) to a P/NP grade basis instead of a letter grade.

May 19th (5:00 p.m.): End of period for students to select P/NP grading. System closes.

May 22nd (noon): Students may view final grades including P/NP designations. After this date, students may petition adviser/college for additional changes.

June 2nd: Grades/degrees viewable on transcripts

The Undergraduate Adviser’s Role

1. Review the updated FAQs on the P/NP process on the Office of the Senior Vice President and Provost’s webpage.

2. Reach out, where possible, to at-risk or other special category students to advise of potential P/NP consequences. These include, but are not limited to:
   - Eligibility for External Scholarships
   - Admission to Graduate/Professional Schools
   - Financial Aid Implications
   - Possible Improvement in Academic Standing
   - Dean’s List Requirements Spring 2020

3. Be on the lookout for potential issues with graduating students such as an outstanding NR grade.

4. Facilitate college-level processing of student requests to change to P/NP (or vice versa) after May 22nd. This will be especially relevant for courses which were still listed as listed as NR after the May 19th cutoff.

5. Below is a sample screen shot like the one your students will see after they initiate the Access+ process. NOTE: Undergraduate advisers will not need to approve student requests to select the P/NP designation.

If you have questions about this process, please reach out to your Associate Dean for academics or Shawn Boyne-Director of Academic Quality and Undergraduate Education (smboyne@iastate.edu).

Updated: April 19, 2020
Office of Academic Quality and Undergraduate Education
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You are requesting that the following grades be changed to Pass/NoPass:

<table>
<thead>
<tr>
<th>Course</th>
<th>Sect</th>
<th>Grade</th>
<th>P/NP</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPPE 308</td>
<td>S</td>
<td>C</td>
<td>P</td>
</tr>
<tr>
<td>HIST 211</td>
<td>C</td>
<td>D</td>
<td>P</td>
</tr>
</tbody>
</table>

- *100-499 level courses: individual grades of D or below will become Pass (P); if D+ will become No Pass (NP).

Select the advisor or major professor you met with and date you met with them to discuss this change. If you met with different advisors for different courses, go back and select all the courses for each advisor or major professor separately. If the advisor or major professor you met with is not listed, select "Other" at the bottom of the list and provide their information.

Select the date that you communicated with your advisor or major professor about this change.

Optional note to the advisor. For example, a reminder as to when or how you met with them. You do not need to provide a rationale and the advisor will not see which courses you are changing.

I understand that changing some courses to "Pass / No Pass" may have adverse effects including but not limited to:
- administrative opportunities to graduate or professional school;
- external scholarship applications;
- ability to satisfy certification and licensure requirements;
- federal financial aid; and
- visa status.

[Change Requested]  [Go Back]