By unanimous approval of the Colorado School of Public Health Faculty Senate, the Colorado School of Public Health has adopted a policy to allow students the option to convert Spring 2020 letter grades to “Pass Plus, Pass, or No Pass” grading for their transcripts.

Instructors will assign letter grades in the usual manner by the deadline on May 20, 2020.

Following receipt of a letter grade, a student can request that their grade be converted to the following:

- **P+ (Pass Plus)** = A to C- letter grades
- **P (Pass)** = D+ to D- letter grades
- **NP (No Pass)** = F letter grade

P+/P/NP grades will not be used in the student’s GPA calculation. Students must receive a P+ grade for any required coursework to count towards their degree or certificate. If a grade of P or NP is received in a required course, the course will need to be repeated. A grade of P is acceptable for non-required, elective courses to be counted towards degree/certificate credits.

To request the grade change, students must contact their Program Director (see attached list) before June 5. June 5, 2020 is the final day for this grade change to be implemented.

**What you should do now**: If you anticipate that you may want to use the P+/P/NP grading option, you should consider the following alternative solutions now. The following solutions must be negotiated with your instructor before grades are due on May 20:

- **Consider requesting a grade of incomplete.** A grade of incomplete allows you to extend your time to complete course requirements. Discuss with your instructor whether this is a viable option in your particular situation. Incompletes must be completed by the end of Spring semester 2021, but your instructor could require you to complete the work sooner. You and your instructor must come to an agreement about the requirements and timeline for completion of an incomplete. For spring 2020 only, notations about incompletes will be removed from the transcript once a grade is assigned for an incomplete.

- **Consider withdrawing from the class.** The deadline for withdrawals has been extended to May 16, 2020. If you do not think you can complete the coursework in a satisfactory manner, this may be a better option for you than P+/P/NP. Normally, you will not receive a tuition refund when you withdraw from a class. However, the school’s policy allows requests for tuition refunds in the following circumstances: a serious health concern that interrupted the student’s ability to complete coursework, a death in the family, or a change in work responsibilities outside the control of the student.

- **Consider any other implications of not having a letter grade.** These are difficult to predict, but there may be instances where it could be important to your future education or career to have a letter grade for a particular course, to show that you have mastered the course material.

**What you should do on May 20**: Check your grades through your student portal. If there is a grade that you wish to convert to the P+/P/NP grading option, contact your Program Director (see attached list) as soon as possible. It is required that you are advised by your Program Director prior to finalizing your request. Following advising, if you want to move forward, your Program Director will submit the request for the grade change to the Office of Academic Affairs. **Grade change requests must be received by June 5, 2020.**

For questions, please contact brenda.witt@cuanschutz.edu or lori.crane@cuanschutz.edu.