

From: Chemts [mailto:chemts-bounces@list.pitt.edu] On Behalf Of Bandik, George C  
Sent: 04/23/2020 5:14 PM  
To: chemfac@list.pitt.edu  
Cc: Mahouski, Regina Marie <mahouski@pitt.edu>; Hunt, Debra J <debhunt@pitt.edu>  
Subject: FW: S/NC Process for Dietrich and CGS Undergraduate Students

Hi all,

Here are the just announced procedures for students converting grades to S/NC this term. As requested in the letter, if you have any students that have questions please have them contact me by email or phone (412 731 8995). I would much rather talk to them before they make decisions than to try to fix mistakes after the fact. Thanks so much for the help in keeping this whole semester moving!

George

**From:** Hatherill, Jessica L  
**Sent:** 04/23/2020 12:37 PM  
**To:** <deleted>  
**Cc:** <deleted>  
**Subject:** S/NC Process for Dietrich and CGS Undergraduate Students

Dear Colleagues:

Thanks for your patience as we developed a process for Letter Grade to S/NC requests for undergraduate students in the Dietrich School and CGS. We will be collecting data via a Qualtrics form and are currently doing final testing to make sure that we minimize any potential errors.

As the Provost's Office has indicated (<https://www.personaled.pitt.edu/snc-policy-students> and the attached documents), students should have a thorough conversation (by virtual means, phone, or email) with an academic advisor (as well as consulting with Financial Aid, family members, mentors, etc.) before making the decision to change a letter grade to S or NC.

- After such discussion has occurred, students will submit requests via a Qualtrics form. Students can only submit one request per form, and are able to submit multiple requests. Students must have received a letter grade in the course before they submit the form, so we can confirm that their grade will change to an S or NC. The Associate Dean's Office/Student Records will submit the information collected to the Registrar's Office on a daily basis.
- The Associate Dean's Office will send out an email to all undergraduate students in the Dietrich School and CGS no later than Monday directing them to the Qualtrics form. We will also be adding links to the form to the Undergraduate Studies and Student Records pages of our website.
- I will notify you when the emails are being sent to students and provide you with a copy of the email for your reference. I will also provide links to the data posted on the Undergraduate Studies and Student Records webpages.
- We ask that advisors follow up with your students AFTER the email from Dean Twyning goes out.
- Departments should identify a point-of-contact (within the department) for students to contact if their advisor is not available.

Please let us know if you have any questions.

Thank you,  
Jessica

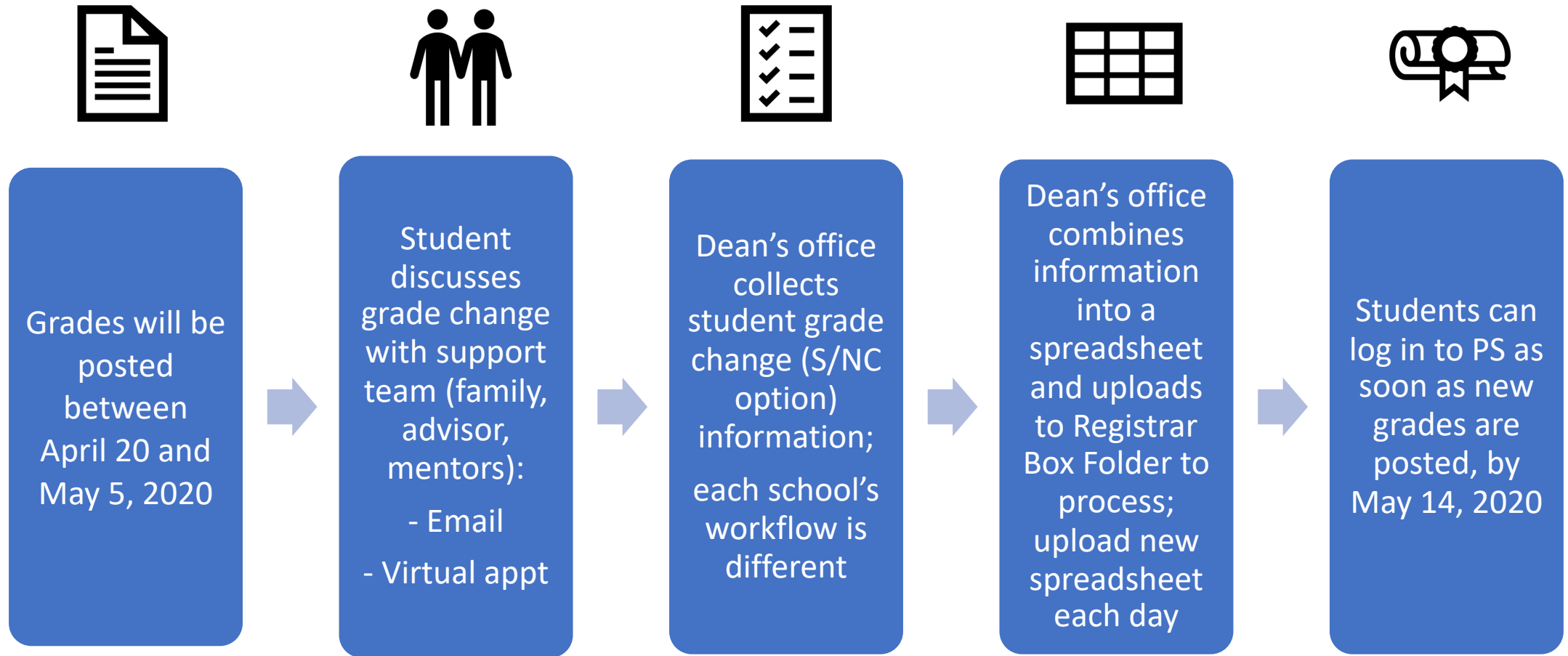
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*Jessica L. Hatherill, EdD  
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# University of Pittsburgh S/NC Process Workflow – Spring 2020 Semester

<https://www.personaled.pitt.edu/snc-advisors>



**Remember:** the process for opting to take a S/NC is up to the student. As advisors and mentors, we can provide all options and guidance. The default for the spring 2020 semester will be the final LG and students will need to go through the process to convert to S or NC.

Process for S/NC grade option change requests:

0) Students consult with advisers, mentors, faculty, family, etc. and decide that they wish to change 1 or more classes to an S/NC grade option

1) Academic Centers collect the information (likely from advising staff via the use of a Qualtrics link) on a spreadsheet that should contain:

- Student's PeopleSoft ID#, Name, Subject Code, Catalog Number, Class Number, New Grade (S or NC supplied by Dean's office)

PS#	Name	Subject Code	Catalog Number	Class Number (CRN)	Grade
1234567	Jane Doe	PSY	0010	12345	S
1234567	Jane Doe	MATH	0220	23456	S
2345678	John Doe	MATH	0230	34567	NC

2) The University Registrar has already set up Box folders to receive hard copy grade change forms and other miscellaneous documents. Academic Centers should continue to use that folder to submit spreadsheets on a daily basis so that we can process the requests as soon as possible.

- Submit a *new* spreadsheet each day
- The list should be submitted by someone that we already have an authorized signature for approving grade change requests
- If any academic center does not already have a Box folder set up, please contact Linda Lieu at [lieul@pitt.edu](mailto:lieul@pitt.edu)

3) At some later date, if a student wants to request that their grade be changed back to the original letter grade basis, they should contact their Dean's Office. The Dean's Office should submit a hard-copy grade change form to the URO requesting the grade be converted back to the original grade; the URO will identify the original grade and revert it back to the one that was submitted on the original grade roster.