Step 1

- Log in to AccessPlus. Once logged in, click on the “Student” tab. There will be a system message directing you to PNP Course Selection. Which is also on the left-hand side as PNP Crse Selection.

**Important:** Click PNP Crse Selection from the menu on the left to select courses that you wish to switch to a Pass/Not Pass-grading basis.

This must be done between May 13th 12:00PM CST and May 19th 5:00PM CST.

- Review the bulleted items on the PNP Crse Selection page and click the P/NP Course Selection button to begin.

**Understanding Pass/Not Pass Elections**

- Elections to and from a P/NP-grading basis can be made between May 13th 12:00PM CST and May 19th 5:00PM CST.
- Processing of P/NP elections will not show on AccessPlus until May 20th for undergraduates and vet med, and May 21st for graduate students.
- Courses taken on a P/NP-grading basis during Spring 2020 will count towards curriculum, major, academic progress, and requirements.
- Grades of P and NP will be factored into a student’s grade point average.
- P/NP grades from S20 will not count towards the allowable total of P/NP credits taken.
- Courses that were taught on a satisfactory/failed-grading basis are not eligible to be changed to a P/NP-grading basis.
- Courses that ended before the transition to virtual instruction are not eligible to be changed to a P/NP-grading basis.
- Students enrolled in 500/600 level courses must have earned a grade of C or better to earn a (P)-Pass. Grades of F and U are not eligible for this change.

**Potential Consequences of Electing Pass/Not Pass**

Changing some courses to a Pass/Not Pass grading basis may impact the following, **including but not limited to:**

- Admission opportunities to graduate or professional school
- External scholarship applications
- Ability to satisfy certification and licensure requirements
- Improvement of academic standing. However, students will not change to a lower academic standing, only the same or better.
- ROTC/Military requirements
- Federal financial aid
- Visa status

For more information please review the Provost’s Website:
- Considerations for Electing Pass/Not Pass
- Pass/Not Pass Undergraduate Policy
- Pass/Not Pass Vet Med Policy
- Pass/Not Pass Graduate Policy

If a course was approved to add after 4-29-2020 it will not immediately be available to change to P/NP. New courses issued after this date will not be able to change to P/NP until the next grading period.

To begin electing courses you wish to change to a P/NP-grading basis, please click the button below:
Step 2

- Here you can see the courses eligible to change to pass/not pass, and the grade received. Click the box next to the course name for each grade you wish to change to Pass/Not Pass. Once you have made your selections click on the “Change Selected” button.

- After you submit your selections, you will be redirected to another page. On this page, you will see how the grades you earned for the courses you selected will convert to Pass/Not Pass grades based upon the temporary Pass/Not Pass policy.
On this same page you will be asked to select your Adviser(s) or major professor.

If your Adviser(s) or major professor is not listed in the drop-down menu, please select “Other”. When you select “Other” an additional section will appear. In this section you can search for your Adviser(s) or major professor by their NetID or partial name (first or last). After you have entered the information you will need to click “Search”.

- If multiple matches appear, you will be shown a drop-down menu, from which you will choose the correct individual(s).

Next you will need to indicate the date you communicated with your Adviser about your Pass/Not Pass selections. If you have not communicated this with your Adviser, you can check the box indicating you have chosen to not communicate with your Adviser about your pass/not pass selections.

- Graduate students are required to communicate this with their major professor.

You also have the option to enter a note for your Adviser.

You will then indicate you have read and understand the possible impacts of changing your grade(s) to pass/not pass. Once you click the “Change Selected” button.
Step 3

- You will be redirected to your dashboard, which shows the changes you requested. In your dashboard, you can elect additional graded courses you wish to change to Pass/Not Pass. You can also cancel any requests you had already made.

To request that a grade be changed to a "Pass/Not Pass" grade, select the course(s) and then click "Change Selected". We encourage all students to discuss the impact of this decision with their adviser or major professor prior to making this change.

Graduate students are REQUIRED to have communicated with their major professor who will be required to confirm or dispute the changes. Undergraduates and Vet Med students are encouraged, but not required, to have communicated with an adviser or major professor.

<table>
<thead>
<tr>
<th>Course</th>
<th>Sect.</th>
<th>Grade</th>
<th>P/NP Requested</th>
<th>Advisor Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 543</td>
<td>1</td>
<td>C-</td>
<td>NP</td>
<td>Cancel Request</td>
</tr>
<tr>
<td>COM S 311H</td>
<td>6</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPR E 208</td>
<td>5</td>
<td>C-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 211</td>
<td>C</td>
<td>D-</td>
<td>P</td>
<td>Cancel Request</td>
</tr>
<tr>
<td>MUSIC 114</td>
<td>1</td>
<td>NR*</td>
<td></td>
<td>Cancel Request</td>
</tr>
<tr>
<td>S E 329</td>
<td>2</td>
<td>B+</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* NR – Not Reported grades may be selected and will change to Pass or Not Pass depending on the letter grade received.

- To cancel a request, select “Cancel” next to a request. You will then be provided instructions on next steps for canceling this request. You will then be able to review the changes made. If the changes are correct, click “Confirm”.

Cancel Request

You are cancelling your request for this course. This will revert the to the original grade assigned. Click on "Confirm" to cancel this request. If you are cancelling your request for multiple courses, you must do so individually.

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[Confirm] [Go Back]