

Each student must work directly with their faculty advisor and the Graduate Program Director to obtain approval for changing the grade mode of a course from A/F to P/F. The department must keep the faculty advisor and GPD's approval for the grade mode change on file in the department.

Suggestion for documentation:

Dear Professor [Advisor's name] and [Graduate Program Director's Name],

I would like to use the grade mode change that the Graduate School has offered to graduate students (due to the COVID-19 outbreak) for the following course(s):

CRN: _____ Course number and title _____

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The Graduate School policy states:

Graduate students will be allowed to change the grading option from A/F to P/F for graduate courses taken in Spring 2020. A maximum of 6 graduate credits converted A/F to P/F in this manner will be allowed to count toward their program's graded course credit total on the Plan of Study (research credits are graded as Equivalent Credit [EQ] and do not count as P/F). The decision to change the grading option should be considered in consultation with the faculty advisor and the Graduate Program Director. These decisions should be made not later than May 1, 2020. (Updated March 28, 2020) <https://graduateschool.vt.edu/covid-faqs.html>

This will not affect my academic progress or my GPA. If you grant your permission for this change, please respond to this email and copy [GRAD STAFF COORDINATOR] (PID@vt.edu). If you would like to discuss this further, please let me know. Thank you.

Once faculty advisor and Graduate Program Director approval given, the Graduate Staff Coordinator will adjust the grading mode for the course(s) in Banner. Directions are provided on the next page.

In SFAREGS, set:

Term to 202001

Date to 01/21/2020 (first day of the term)

ellucian Student Course Registration SFAREGS 9.3.15.2V1 (PROD)

Term: ...

Date:

View Current/Active:

Curricula

In the Course Information section, select the course to change the grade mode from A/F to P/F. In the Grade Mode block, change the N to a P then Save.

▼ COURSE INFORMATION

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *
14125	EDCO	5554	0	<input type="text" value="N"/> ...	3.000
14127	EDCO	5614	0	P	6.000
21359	EDCO	5344	0	N	3.000

Error Flag No error

Status Type Registered

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Grading Mode Code Validation (STVGMOD)

Criteria

Code	Description
A	Audit
N	A - F
P	Pass/Fail
R	Repeated Course
W	Course Withdrawal