

Pass/No Pass Form

Student User Guide

October 28, 2020



Pass/No Pass Form

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1. Introduction

The Pass/No Pass Student User Guide provides all the details a student needs to change the grade mode to Pass/No Pass on one of their courses. This document provides the following:

- How to access the Grade Mode Change Website
- How to submit a Pass/No Pass Request

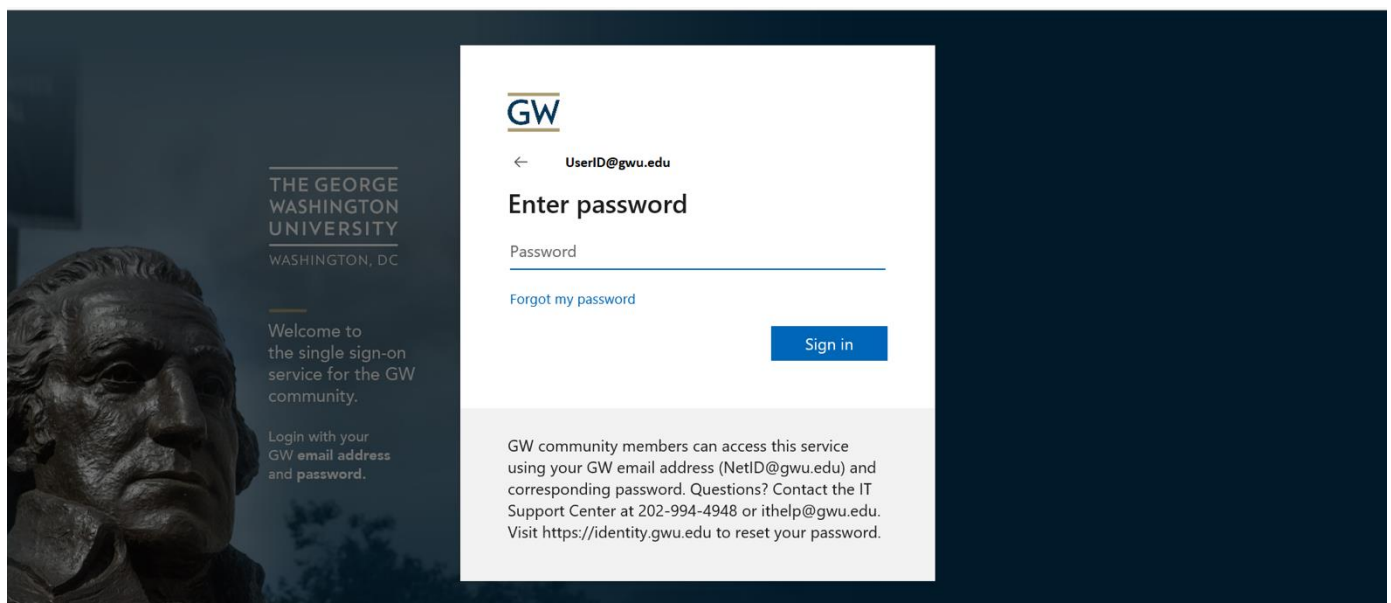
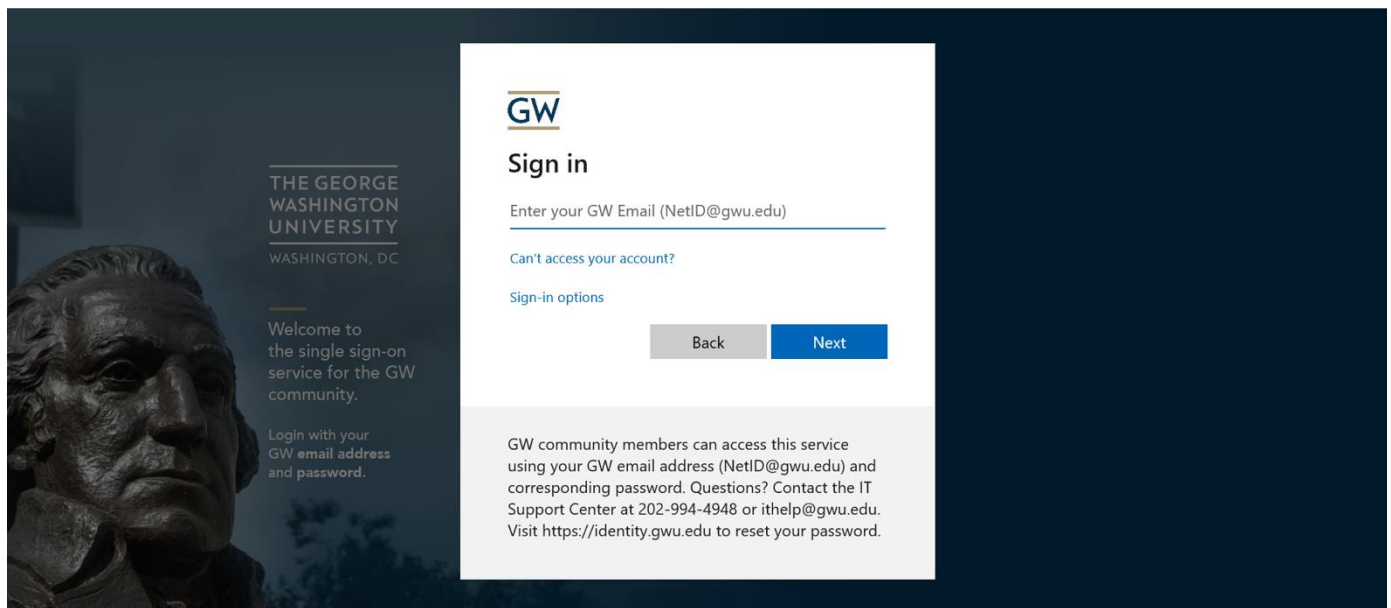


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2. Accessing the Grade Mode Change Website

This section details the steps to access the Grade Mode Change Website.

1. Click this link: go.gwu.edu/Fall2020pnp
https://gwu0.sharepoint.com/sites/wfs.registrar/GradeModeChange/_layouts/15/listform.aspx?PageType=8&ListId=%7B257161A8%2DCE36%2D461C%2D9824%2DDDC270AD21188%7D&RootFolder=
2. Log into the system using your multi-factor authentication credentials. Your user name is your GW email address e.g., user1@gwu.edu and your password is the same password as your Google Mail account.





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3. How to Submit a Grade Mode Change

This section details the steps to submit the Grade Mode Change

After you log in, the following window will display.

GW

Undergraduate Fall 2020 Grade Mode Change

For the Fall 2020 and Spring 2021 semesters, the Provost has approved the pass/no pass grading option for a maximum of one course (usually the equivalent of three or four credits) per semester. Students who still wish to complete all of their courses for a letter grade may continue to do so. For many students, receiving a letter grade is important for future plans including medical or dental school, law school, graduate school, athletic or visa status, or other career opportunities.

We encourage you to consult with your academic advisor if you wish to use the pass/no pass option in one of your classes. This decision should be made after consultation with your academic advisor and consideration of your options.

November 6, 2020 is the deadline to submit this form to your academic advising office for the Fall 2020 semester.

Student Name **GWID** G38515085

Courses

I understand that I will not be able to change the grade mode back to a letter grade or choose a different course for pass/no pass once this form is submitted.



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3. Your name and GWID will be displayed. Choose the course that you want to change to Pass/No Pass. Check the box to acknowledge that you will not be able to change the grade mode back to a letter grade or choose a different course once this form is submitted.
4. Once you are ready to submit, click the **SUBMIT** button on the bottom of the page. You will receive a confirmation email after when your request has been submitted.