Instructions for Retroactive Grade Mode Changes for Spring Quarter 2020

These flexibilities and instructions are limited to courses taken Spring 2020, and they only apply to undergraduate students. Courses taken any other quarter are subject to the standard policies and guidelines for retroactive grade mode changes.

*Note: P/NP usage can have potential consequences for satisfactory progress, time to degree, financial aid, and postgraduate study requirements. Before requesting to retroactively change from a letter grade to P/NP, we advise you to review this online FAQ. If you have further questions, please consult with your advisors.*

Students, whether or not in good academic standing, are subject to the following limitations on retroactive grade mode changes:

- If a student repeated a course in Spring 2020 that they originally took for a letter grade, they cannot use the P/NP grade mode for that repeated course.
- For a course that is only offered as P/NP, a student cannot request a change to the letter grade mode.
- A student cannot request a change to the P/NP grade mode for a course in which they received a "Y" grade.

Submission deadlines for courses taken Spring 2020:

In accordance with standard grade-change policy, any petitions to retroactively change the grade mode for one or more courses must be submitted within three academic quarters in residence and prior to graduation. There are two exceptions: (1) Students who graduated in June 2020 will have until September 30, 2020 to submit a retroactive grade mode change petition for courses taken Spring 2020; and (2) retroactive grade mode change petitions for courses taken Spring 2020 that are submitted after these specified deadlines may be approved in exceptional cases with explanation and documentation for the delay in filing the petition (e.g., a student finding out at a later date that they need letter grading for application/admission to professional or graduate school would be a consideration).

Directions for completing the petition form for retroactive grade mode changes for courses taken Spring 2020:

1. Download the Retroactive Change Petition.
2. Fill out the top section on "Personal Information."
3. Fill out the "Course Information." Note: You must complete a separate form for each course for which you are requesting a retroactive change in grade mode.
4. For "Petition Information," check the box for "Grade Mode Change." Disregard the writing that says "for graduation purposes only" (that is the standard procedure; we are altering it for courses taken Spring 2020).
5. You do not have to provide a "Reason for Request" for retroactive grade mode changes for courses taken Spring 2020 if you are submitting the petition by the deadlines stated above. If you are submitting this petition after these deadlines, you will need to provide a reason for the late request.

6. Sign and date your petition.

7. Disregard the section on "Department Use Only."

8. Email your completed petition to gradechanges@ucdavis.edu. (If you are a student who was not in good standing during Spring 2020, your dean's office will review your petition and inform the Registrar's Office of the decision. You only need to submit your completed petition to gradechanges@ucdavis.edu.)

9. You will not be charged a $3.00 fee.