**Changing Letter Grades to Satisfactory/Not Satisfactory Grades**

With the mid-semester move to online classes, we recognize some students are experiencing challenges or disruptions that could influence grade outcomes. Consequently, for spring semester 2020, if you are enrolled in an undergraduate class, you may change your *undergraduate-level* class grades from *Graded* (letter grades) to *Satisfactory/Not Satisfactory* grades.

**IMPORTANT:** Courses that are already coded S/U will *not* appear in the list of classes whose grading type you may change. Additionally, some colleges and departments will have designated specific classes as remaining letter-grade only. If you are unable to change a letter-graded undergraduate class, this is why.

**Between 9:00 a.m. EST Monday, March 30, 2020, and 11:59 p.m. EST Friday, April 10, 2020,** you can log in to your Student Central to change your grade type for selected classes. If you attempt to make this change after April 10, when you click/tap *Finish Editing* (step 6), the update will fail.

1. From Student Central, click/tap the *My Classes* tile.

![My Classes tile](image)

2. From the left-side navigation menu click/tap *Enrollment: Edit a Class*.

![Enrollment: Edit a Class](image)
3. Under **Select Term**, select **2020 Spring** and then click/tap **Continue**.

4. Your classes appear in the **Select from your schedule** drop down box. Chose a class to edit, and then click/tap **Proceed to Step Two of Three**.
5. From the **Grading** drop down click/tap the arrow to switch your grading type from **Graded** to **Satisfactory/Not Satisfactory**, then click/tap **Next**.

6. The **New Value** column will reflect **Satisfactory/Not Satisfactory**. Click/tap **Finish Editing**.
7. The following confirmation appears, noting the successful switch:

![Confirmation Image]

8. If you want to change additional classes from **Graded** to **Satisfactory/Not Satisfactory**, click/tap the **Enrollment: Edit a Class** link and repeat the process.