





## How to Request a Letter Grade for the Fall 2020 Semester

In response to the impact of the COVID-19 pandemic on the delivery of courses, the University has approved a temporary Pass/No Pass grading policy for the fall 2020 semester for all undergraduate courses except those who have been deemed exempt. If you wish you to receive a letter grade instead of a P for some or all of your fall 2020 courses, you may request that from your Navigator account. The deadline to request your letter grades online is January 11, 2021.

Step 1. Select the Academic Records Tile from your Navigator home page.



Step 2. Select Request Letter Grade from the navigation within the Academic Records Tile.

 Course History
 View Grades
 View Unofficial Transcript
 Request Official Transcript
View Transfer Credit Report
Request Enrollment Verification
Change Major/Minor/Conc
<b>Request Letter Grade</b>
Activate a Non-degree Program

In the navigation, choose Request Letter grade from the options. From here you will be able to view your letter grades, along with information about the policy and a link to the FAQ page with additional information. You will not be able to request your letter grades for any course that has not yet been graded.

Course History	Salem Salem ID: T0116915
View Grades	<p>In response to the continuing impact of the COVID-19 pandemic, the university has implemented a temporary "Pass/No-Pass" grading policy for undergraduate courses for the Fall 2020 term. Grades A through D- will convert to a P grade and F grades will convert to a NP grade. Until your class has been graded and the grade has been posted, you will not be able to choose your letter grade. Incomplete grades will remain as I grades on the student transcript until the grade lapse deadline or until your faculty member has submitted a grade change for your incomplete. Incomplete grades not changed by the deadline will lapse to a grade of NP. Students will have the option to request the standard letter grade entered by their instructor for any eligible class through January 11, 2021 through this online form. This policy is in place for all undergraduate courses except those who have been deemed exempt. For questions about Pass/No Pass grading, visit <a href="#">Fall 2020 Pass/No-Pass FAQ page</a>.</p>
View Unofficial Transcript	
Request Official Transcript	
View Transfer Credit Report	
Request Enrollment Verification	
Change Major/Minor/Conc	
<b>Request Letter Grade</b>	
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Class Nbr	Subject	Sec	Description	Grade Now	Letter Grade	Request Letter Grade
1911	ART303	01	INTRO TO ELECTRONIC MEDIA	P	B	<input type="button" value="Request Letter Grade"/>
1438	HST102	04	WORLD HISTORY II	P	B+	<input type="button" value="Request Letter Grade"/>
1179	MCO304	01	MASS MEDIA AND SOCIETY	P	B	<input type="button" value="Request Letter Grade"/>
1745	MKT241N	01	PRINC OF MARKETING	P	A-	<input type="button" value="Request Letter Grade"/>

Step 3. Review your grades and select the "Request Letter Grade" button next to any class for which you wish to receive your original letter grade.

1179	MCO304	01	MASS MEDIA AND SOCIETY	P	B	<input type="button" value="Request Letter Grade"/>
1745	MKT241N	01	PRINC OF MARKETING	P	A-	<input type="button" value="Request Letter Grade"/>

Grades will change to the original letter grade within 24 hours. **Important Note: Once you have chosen to receive a letter grade for a course, you cannot click the button again, and you cannot change your mind and return to a P or NP grade.**

For each class you select, you will receive a popup asking you to confirm that your choice. Once confirmed, this action cannot be undone.

Are you sure you want to request that your "A-" be used for MKT241N - PRINC OF MARKETING instead of "P"? Once you choose a letter grade for this class, the decision cannot be reversed.

For any additional questions you have regarding the Pass/No Pass undergraduate grading policy, please visit the [Pass/No Pass FAQ page](#) in Ask the Viking.