

Convert Graded Course to P/LP/F Grading

1. Login to your TCOonline account
2. Navigate to Main Menu > Self Service > Request Grade Conversion. The screen will display the courses in which you are enrolled in Spring 2020 as well as any grades submitted.

Favorites | Main Menu > Self Service > Request Grade Conversion

Request Grade Conversion

Test B Student

Spring 2020

Official Grades - Spring 2020

Class	Description	Units Taken	Grading	Official Grade	Grade Points	Request Grade Conversion
BIOL 319	Animal Physiology	1.25	Graded	B+	4.166	<input type="checkbox"/>
CHEM 112	Intro Chemistry II & Lab	1.25	Graded			<input type="checkbox"/>
INTS 235	Youth Culture - Muslim World	1.00	Graded			<input type="checkbox"/>
NESC 201	Principles of Neuroscience	1.00	Graded			<input type="checkbox"/>
NESC 201	Principles of Neuroscience-Lab	0.25	Graded			<input type="checkbox"/>
RELG 324	Suffering Religion	1.00	Graded			<input type="checkbox"/>

Save

Term Statistics - Spring 2020

Term Statistics does not reflect pending grade conversion requests

Descr	From Enrollment	Cumulative Total
Units Toward GPA:		

3. To select a course for grade conversion, check the box in the "Request Grade Conversion" column. Checkboxes will only be enabled for courses eligible for grade conversion. If a class grade is not yet available or is a grading basis other than a standard letter grade, you will not be able to select the course.

Official Grades - Spring 2020

Class	Description	Units Taken	Grading	Official Grade	Grade Points	Request Grade Conversion
BIOL 319	Animal Physiology	1.25	Graded	B+	4.166	<input checked="" type="checkbox"/> Convert to Pass/Fail
CHEM 112	Intro Chemistry II & Lab	1.25	Graded			<input type="checkbox"/>
INTS 235	Youth Culture - Muslim World	1.00	Graded			<input type="checkbox"/>
NESC 201	Principles of Neuroscience	1.00	Graded			<input type="checkbox"/>
NESC 201	Principles of Neuroscience-Lab	0.25	Graded			<input type="checkbox"/>
RELG 324	Suffering Religion	1.00	Graded			<input type="checkbox"/>

Courses with alternate grading will display a message of “This grading does not allow conversion” in the final column.

Official Grades-Spring 2020						
Class	Description	Units Taken	Grading	Official Grade	Grade Points	Request Grade Conversion
BIOL 124	Genes and Human Disease	1.00	Graded			<input type="checkbox"/>
ECON 403	Senior Thesis Seminar Part II	0.50	Graded			<input type="checkbox"/>
ECON 466	Teaching Assistant	1.00	Pass/Low Pass/Fail	P		<input type="checkbox"/> This Grading does not allow conversion.
ECON 499	Senior Thesis Part 2	2.00	Pass/Low Pass/Fail	P		<input type="checkbox"/> This Grading does not allow conversion.

- Click the “Save” button to submit your request. Once you click the “Save” button, a message will appear with the notation below as a reminder that grades converted to P/LP/F cannot be changed back and that it may take up to 24 hours for your request to be processed.

Favorites Main Menu > Self Service > Request Grade Conversion

Request Grade Conversion

Test B Student

Spring 2020

Requested Grade Conversions will be processed within 24 hours.
Grades converted to Pass/Fail cannot be changed back.

Official Grades-Spring 2020						
Class	Description	Units Taken	Grading	Official	Grade Points	Request Grade Conversion
BIOL 319	Animal Physiology	1.25	Graded	B+		
CHEM 112	Intro Chemistry II & Lab	1.25	Graded			
INTS 235	Youth Culture - Muslim World	1.00	Graded			<input type="checkbox"/>
NESC 201	Principles of Neuroscience	1.00	Graded			<input type="checkbox"/>
NESC 201	Principles of Neuroscience-Lab	0.25	Graded			<input type="checkbox"/>
RELG 324	Suffering Religion	1.00	Graded			<input type="checkbox"/>

Save

Term Statistics - Spring 2020
Term Statistics does not reflect pending grade conversion requests

Message

Grades converted to Pass/Fail cannot be changed back. (30000,154)

Note: Requested Grade Conversions will be processed within 24 hours.

OK

Additional Notes:

- If you try to access the page between 7 and 8 am (the time frame during which queued requests will be processed), you will receive a message indicating that the page is unavailable.

Request Grade Conversion

Test A Student

Spring 2020

Page is unavailable between 7 AM and 8 AM Eastern Time. Please check back after 8 AM Eastern Time.

2. If the Pass/Fail hold is still on your account, there will be a corresponding message on the page. You will not be able to select courses for conversion if the hold is in place.

favorites : Main Menu > Self Service > Request Grade Conversion

Request Grade Conversion

Test A Student

Spring 2020

There is a hold on your records. Please contact your Advisor.

Official Grades - Spring 2020

Class	Description	Units Taken	Grading	Official Grade	Grade Points	Request Grade Conversion	
BIOL 124	Genes and Human Disease	1.00	Graded			<input type="checkbox"/>	
ECON 403	Senior Thesis Seminar Part II	0.50	Graded			<input type="checkbox"/>	
ECON 466	Teaching Assistant	1.00	Pass/Low Pass/Fail	P		<input type="checkbox"/>	This Grading does not allow conversion.
ECON 499	Senior Thesis Part 2	2.00	Pass/Low Pass/Fail	P		<input type="checkbox"/>	This Grading does not allow conversion.