Convert Graded Course to P/LP/F Grading

- 1. Login to your TCOnline 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.

t Grade Conversion

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.

Class	Description	Units Taken	Grading	Official Grade	Grade Points	Request Grade Conversion	
BIOL 319	Animal Physiology	1.25	Graded	B+	4.166	2	Convert to Pass/Fail
CHEM 112	Intro Chemistry II & Lab	1.25	Graded				
INTS 235	Youth Culture - Muslim World	1.00	Graded				
NESC 201	Principles of Neuroscience	1.00	Graded				
NESC 201	Principles of Neuroscience-Lab	0.25	Graded				
RELG 324	Suffering Religion	1.00	Graded				

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

Class	Description	Unita Taken	Grading	Official Grade	Grade Pointa	Request Grade Conversion	
BIOL 124	Genes and Human Disease	1.00	Graded				
ECON 403	Senior Thesis Seminar Part II	0.50	Graded				
ECON 466	Teaching Assistant	1.00	Pass/Low Pass/Fail	р			This Grading does not allow conversion.
ECON 499	Senior Thesis Part 2	2.00	Pass/Low Pass/Fail	Р			This Grading does not allow conversion

4. 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.

Test B Stu	ident					
Spring 2020						
Requeste	d Grade Conversions w	vill be process	ed within 24 hour	s.	Message	
Grades co	onverted to Pass/Fail ca	innot be chan	ged back.		Outday another the Rest Fail and the shares of hads 100	000.4545
					Grades converted to Pass/Fall cannot be changed back. (30	000,154)
Official Gra	des Spring 2020			20		12. 13
Official Gra	des Spring 2020 <u>Description</u>	Units Taken	Grading	Official (Note: Requested Grade Conversions will be processed within	n 24 hours.
Class BIOL 319	des-Spring 2020 Description Animal Physiology	Units Taken 1.25	<u>Grading</u> Graded	Official (B+	Note: Requested Grade Conversions will be processed withi	n 24 hours.
Class Class BIOL 319 CHEM 112	des Spring 2020 Description Animal Physiology Intro Chemistry II & Lab	Units Taken 1.25 1.25	<u>Gradinu</u> Graded Graded	Official (B+	Note: Requested Grade Conversions will be processed withi	n 24 hours.
Class Class BIOL 319 CHEM 112 INTS 235	des-Spring 2020 Description Animal Physiology Intro Chemistry II & Lab Youth Culture - Muslim World	Units Taken 1.25 1.25 1.00	<u>Grading</u> Graded Graded Graded	Official (B+	Note: Requested Grade Conversions will be processed withi	n 24 hours.
Class BIOL 319 CHEM 112 INTS 235 NESC 201	des-Spring 2020 Description Animal Physiology Intro Chemistry II & Lab Youth Culture - Mussim World Principles of Neuroscience	Units Taken 1.25 1.25 1.00 1.00	Grading Graded Graded Graded Graded	Official (B+	Note: Requested Grade Conversions will be processed within OK	n 24 hours.
Class BIOL 319 CHEM 112 INTS 235 NESC 201 NESC 201	des-Spring 2020 Description Animal Physiology Intro Chemistry II & Lab Youth Culture - Muslim World Principles of Neuroscience Principles of Neuroscience-Lab	Units Taken 1.25 1.25 1.00 1.00 0.25	Grading Graded Graded Graded Graded Graded	Official (B+	Note: Requested Grade Conversions will be processed within OK	n 24 hours.

Additional Notes:

1. 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.

lequest Gr	rade Conversion						
Test A Stu	ident						
Spring 2020	ć.						
There is a	a hold on your records. I	Please contac	ct your Advisor.				
There is a	a hold on your records. I	Please contac	ct your Advisor.				
There is a Official Gra	a hold on your records. I des-Spring 2020	Please contac	ct your Advisor.				
There is a Official Gra-	a hold on your records. A des-Spring 2020 Description	Please contac	ct your Advisor. Grading	Official Grade	Grade Points	Request Grade Conversion	
There is a Official Gra Class BIOL 124	a hold on your records. I des-Spring 2020 Description Genes and Human Disease	Please contac Units Taken 1.00	ct your Advisor. <u>Grading</u> Graded	Official Grade	Grade Points	Request Grade Conversion	
There is a Official Gra Class BIOL 124 ECON 403	des-Spring 2020 Description Genes and Human Disease Senior Thesis Seminar Part II	Units Taken 1.00	Graded	Official Grade	Grade Points	Request Grade Conversion	
There is a Official Grav Class BIOL 124 ECON 403 ECON 466	a hold on your records. I des-Spring 2020 Description Genes and Human Disease Senior Thesis Seminar Part II Teaching Assistant	Units Taken 1.00 0.50	Grading Graded Graded Pass/Low Pass/Fail	Official Grade	Grade Pointa	Request Grade Conversion	This Grading does not allow conversion.