As part of the COVID-19 academic accommodations approved this semester, students are being permitted to change the grading basis of their courses from Graded to Pass/Low Pass/Fail between May 10 and June 30 with adviser approval. If you would like to make a change of this nature, please contact your adviser for discussion and approval. Once your adviser approves the change, they will remove a Pass/Fail hold from your account which will then enable you to designate courses as P/LP/F using your TCOonline account.

Please note the following:

1. Although the functionality will become available at 9 am (Eastern) on Sunday, May 10, you will only be able to select courses for grade conversion for which letter grades have been received.
   a. If a grade has not yet been submitted, you will need to wait until it is posted before you will be able to select the course for grade conversion.
   b. If the grade is anything other than a standard letter grade (e.g. IP, P, W, etc.), you will not be able to select the course for grade conversion. Some students have expressed an interest in converting Incomplete grades to P/LP/F grading. If you have an Incomplete grade in a Spring 2020 course, the Registrar’s Office will contact you via e-mail when the grade change arrives. You will then be given the option to keep the letter grade as posted or convert the grade to P/LP/F grading. A similar process will be followed to enable students who participated in Spring 2020 Study Away programs to convert grades.

2. Grade conversion requests may take up to 24 hours to be processed.

3. The page will be unavailable between 7 and 8 am every day as this is the time period in which requests will be processed administratively.

4. Many departments are accepting P and/or LP grades to fulfill major or minor requirements. The list is available on the web site at https://www.trincoll.edu/dean-of-faculty/faq/guidelines/. Regardless of whether or not your department is listed, you should discuss plans to convert major or minor classes with your adviser.

5. Once your grade has been converted through the system, it cannot be changed back.