



Office of Records & Registration  
500 Hawk Drive, New Paltz, NY 12561-2439

## P GRADE REQUEST

For Internal Use	
Update transcript	
Update DGW	

### Spring 2020 Courses Only (Election period: May 21, 2020 - October 16, 2020)

This option is available for letter graded courses with a D grade or higher and is not available for D-, F, S or U grades.

The P grade can be converted back to the original letter grade one time only, up to the end of the spring 2021 semester with written request to Records & Registration.

#### Instructions:

1. Complete form 2. Read acknowledgments 3. Sign and date form 4. Email to [recreg@newpaltz.edu](mailto:recreg@newpaltz.edu) or return to Records and Registration Wooster Hall, 115

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N													
Last Name	First	MI	Student ID Number										
Local Address: Street		Apt. No.	E-mail										
City	State	Zip Code	(      ) Telephone Number										

#### CHANGE TO P GRADE

COURSE NO.	SEC. NO.	COURSE TITLE	LETTER GRADE

#### Acknowledgements

I understand that this option may not be available or recommended for courses required for certain programs leading to certification or to meet accreditation standards. It is my responsibility to confirm the applicability of the P grade with my program advisor.

I understand that the P grade has no impact on my grade point average (GPA). However, F grades do impact GPA.

I understand that P grades are not available for S\*/U\*, S/F, W, D- or F grades. This includes courses that were formally graded with S\*/U\* and were converted back to letter grades.

I understand that a P grade will appear on my transcript.

I understand that if I am repeating a course and elect the P grade option to replace the letter grade of the course, the P will replace the original grade in the GPA. If I repeat the P graded course in the future, the second grade will replace the P grade.

I understand that Dean's list eligibility is determined one time and prior to grade changes to P grade and will not impact my eligibility for Dean's list or other college awarded honors.

I understand that it is my responsibility to check with Financial aid to be fully informed about any impact from the election of a grading option.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date