**Procedure to Request to Petition for S/U Option:**

**To take advantage of the S/U grading option, you will need to take the following steps:**

* 1. Your A-F final letter grade must have been submitted by your instructor.
  2. Complete the online (GBC Website) request to petition for S/U grading. (**This will not be available until May 19**)
  3. Upon submitting your request to petition, your electronic form will go to the Academic Advisement office and they will contact you within 2 business days to answer questions and advise you on possible implications to your program of study.
  4. After your advisor has advised you on any implications your request will automatically go to the Admissions and Records Office for grade processing. Processing your petition from the date the Admissions and Records Office receives may take up to 3 business days.

Once your grade change has been completed you will be notified by the Admissions and Records Office.

**Guidelines for S/U option:**

* Students will be permitted to choose the S/U grading option for **any Spring 2020 semester course**.
* Students must earn a “D-“ or better to receive an “S” grade.  Students with a grade below a “D-“ will receive a “U” in the course which is equivalent to an F grade.
* Students who are dually enrolled, in high school and GBC, will not be eligible for the S/U Grading Option. High Schools require A-F letter grades.
* There are no limits on the number of Spring 2020 courses that can have the S/U grading option applied.
* Some courses may NOT be available for S/U opting if they are essential for accreditation, certification or graduation. Advisors will identify if you have selected one of these courses.
* Students will have between **May 19 through** **June 4**to submit the S/U grade petition form for any credit **course. Once your S/U option is processed, you will not be able to change it back to a letter grade. Students who received an Incomplete grade and were not able to complete the course before the end of the Spring Semester may be given an extension through Oct 9 to apply for the S/U option. As always, please consult with your advisor.**

**Students should consider the following impacts when making the choice to change from A-F to S/U grading:**

* Because only A-F grading impacts GPA, students may need to take a A-F graded course if such grading is needed in order to meet the institutional GPA requirement for graduation.
* In some classes, you must earn a passing letter grade (C or D) or higher to move on to the next course; an S grade in a pre-requisites class won’t allow you to move to the next course. If you choose S/U grading in a pre-requisites course, you will have to retake the class for a letter grade to move to the next course.
* A student may need A-F grading to impact their GPA in order to demonstrate satisfactory academic progress.
* Transfer plans could be impacted in some cases. Check with your academic advisor.
* A student may want to consider A-F grading in order to impact their GPA in a way that will help them be competitive for graduate school admissions.
* Some program accreditation (e.g. Nursing) accreditors may have requirements regarding the maximum percentage or type of courses that may be graded S/U.
* Licensure/certification-qualifying programs may be impacted.
* An S/U grade may impact student veterans, financial aid students on satisfactory academic progress, eligibility for the deans list, and scholarships.

As always, please contact your advisor with any questions or concerns. If you have any questions about this process our advisors are ready to assist you. To contact the advisement office you can email or call at:

**Advising & Career Center**  
Hours: 8 am to 5 pm  
Phone: 775-753-2180  
E-mail: [advisor@gbcnv.edu](mailto:advisor@gbcnv.edu)

[Please click here to access the S/U Grade Petition Form](https://bit.ly/2WUzBHq)