

Tufts University School of Medicine
Public Health & Professional Degree Programs
Registrar's Office

Request to Convert Grading Type to Satisfactory/Unsatisfactory

Please submit this form to the Public Health & Professional Degree Programs Registrar's Office (phpdregistrar@tufts.edu) by 5:00pm on May 4, 2020 to request a Satisfactory/Unsatisfactory grade format be applied to eligible coursework for the Spring 2020 semester. A course will be considered eligible for this grade type if: it is prefixed PH, PREP, HCOM or CMPH; it has scheduled class meetings after March 13, 2020; a final grade has not been submitted for the course in SIS prior to this form being received by the PHPD Registrar. The full policy can be found on the second page of this form.

A grade of Satisfactory (S) will be posted to the transcript in place of a final letter grade of B- or better, and a grade of Unsatisfactory (U) in place of a C+ or below. Any courses that require a grade of B or better be obtained in a pre-requisite course will keep that requirement and the Registrar will verify this requirement is met on the back-end if a student opts into S/U for that pre-req.

Name: _____ Date: _____

Student ID#: _____

I request to receive a grade of Satisfactory or Unsatisfactory instead of a final letter grade in the course(s) named below. I understand that I cannot withdraw this request once this form has been submitted, I will not receive a final letter grade for the course(s) named below, and neither a final grade of Satisfactory nor Unsatisfactory will factor into my semester or degree GPA.

Course Number/Course Title

Student Signature

Date

Registrar Signature

Date

For Office Use:

Processed in SIS: _____

Policy for Satisfactory/Unsatisfactory Conversion

Due to the extraordinary circumstances surrounding the COVID-19 pandemic and the conversion of campus-based courses to online courses, MPH (and MPH combined degree), PREP, and HCOM students may opt to change the grading basis for any eligible course in which they are enrolled in Spring 2020 to Satisfactory/Unsatisfactory (S/U).

Students should note that neither a grade of Satisfactory (S) nor a grade of Unsatisfactory (U) will be factored into their GPA for the semester or the overall program.

If a student would like to have any or all their eligible courses converted to S/U they must complete and submit a "Request to Convert Grading Type to Satisfactory/Unsatisfactory" form to the PHPD Registrar by the final day of the semester: 5:00pm on May 4, 2020. A course will be considered eligible for this option if: it is prefixed PH, PREP, HCOM or CMPH; it has scheduled class meetings after March 13, 2020; a final grade has not been submitted for the course in SIS prior to the S/U request form being received by the PHPD Registrar.

Students who opt-in will not be informed of the letter grade they otherwise would have received and cannot opt-out of the conversion after submitting their opt-in paperwork.

A grade of Satisfactory (S) will be posted to the transcript in place of a final letter grade of B- or better, and a grade of Unsatisfactory (U) in place of a C+ or below. Any courses that require a grade of B or better be obtained in a pre-requisite course will keep that requirement and the Registrar will verify this requirement is met on the back-end if a student opts into S/U grading for that pre-req.

Faculty will be expected to submit final letter grades to the PHPD Registrar following the normal deadlines. Final letter grades will be converted to S or U for any student who has opted into that conversion and posted to the student's transcript. The S or U is final and cannot be changed.

Cross-Registration - PHPD will honor the grading basis changes for cross-registered courses at other Tufts schools, as well as at Boston University, Brandeis, Simmons, and Boston College, if they are also offering this option.