University College Academic Policy Changes
Applying to the second half of the spring semester 2020
Issued March 25, 2020

What is changing

1. **Undergraduates and graduate students are allowed to drop any course overlapping the dates of March 16–May 5, 2020 without a note (W) on their transcript until April 24.** Please note that undergraduates and graduate students who withdrew from courses prior to March 13, 2020 will receive a note (W).

2. **Undergraduates can change their grade option from P/F to a letter grade or vice versa until 5pm on April 24.**
   a. Courses taken P/F this semester do not count as part of the total courses students are allowed to take P/F.
   b. Courses taken P/F this semester will count toward major, minor, general education, and certificate requirements, including capstone projects.
   c. Students doing Latin honors theses must keep the letter grade option for the thesis.

3. **Graduate students can change their grade option to S/U for courses that are not capstone or directed research projects until 5pm on April 24.**
   a. Courses in which students earn an “S” this semester will be credit-bearing and will count toward their graduate program.
   b. Students interested in changing directed research projects and graduate capstone courses to S/U should contact Assoc Dean Pat Matthews, patmatthews@wustl.edu, to discuss.

Maintaining financial aid compliance
In some cases, changes to GPA or grading status may impact grant/scholarship status. Students with scholarships and grants should speak with a financial aid officer before making grade option changes.

Employees using their tuition benefit will be responsible for tuition if they drop a course.

Process to make grade format changes
Any student considering a grade option change should:
1. Speak with their instructor about the grade required to receive a P or S in that course.
2. Speak to an academic advisor for any other questions about academic planning or policy related to the decision (find an advisor at https://ucollege.wustl.edu/resources/advising).
3. Email the registrar, Maria Hunter, at mhunter@wustl.edu.