Dear Cincinnati State Student,

As you might know, Cincinnati State has implemented a "pass/fail" grading option, as well as an extended withdrawal policy to help students adjust to issues caused by COVID-19 during Spring semester. If you wish to make use of either of these options, please follow the instructions below:

Late Withdrawal
Students may elect to withdraw from courses with a grade of "W" until the last day of the semester—Monday, May 4.

- To withdraw from a class, log in to MyServices and click "Withdraw from Class Sections," or email requests to the registrar's office from your SurgeMail Account: ro@cincinnatistate.edu.

- To withdraw from a class for reasons related to COVID-19, log in to MyServices and click "COVID19 Course Withdraw Request." (The location of the form is pictured at the end of this email.)

Students may withdraw from as many courses as they wish.

If you have already withdrawn from Spring 2020 courses for reasons related to COVID-19, you may still fill out the electronic form, and the registrar's office will identify your withdrawal(s) as COVID-19-related.

If you have questions about withdrawal from courses because of COVID-19, please contact the registrar's office at ro@cincinnatistate.edu.

Pass/Fail Option
Spring 2020 grades will be available for viewing at noon on Friday, May 8th. At that point, students may choose to request that a grade in any course be changed to an "S" (satisfactory) or "U" (unsatisfactory). The deadline for requesting a change is Friday, May 15. Students should be aware of the following:
- Grades of "S" or "U" do not affect GPA.
- Students may choose S/U grading for as many courses as they wish.
- Some university programs may not grant credit for courses with an "S".
- A grade changed to "S" or "U" cannot be reversed at a future date.
- Some programs cannot allow a change of grade to "S" or "U" due to accreditation or licensure requirements.

If you have questions about how exercising the pass/fail option might impact you, please contact your Academic Advisor or Program Chair.

To change a course grade to "S" or "U," log in to MyServices and choose one of two links, depending on your major:

1. COVID-19 S/U Grade Choice for Spring 2020 for HEALTH Programs
2. COVID-19 S/U Grade Choice for Spring 2020 for Non-Health Programs

No requests for S/U grading will be accepted after May 15.

As the end of the semester nears, we hope you will stay focused and stay on track. And be sure to register for summer courses if you have not already done so.

Sincerely,
Robbin Hoopes, Provost

Cincinnati State
MyServices

CURRENT STUDENTS - MYSERVICES FOR STUDENTS MENU

The following links may display confidential information.

Registration

Search For Classes
Add Classes to Cart
Register for Classes
Drop Classes
Withdraw from Class Sections
COVID19 Course Withdrawal Request
Manage Waitlisted Classes
How Waitlists Work
My registration statement
Petition to graduate