

April 27, 2020

Dear Dual Credit Student and Parent/Guardian:

An email was recently sent to district families with an update to grading policies that the Coeur d'Alene School District will be using this semester for high school credit. Please note that only high school level classes are set to Pass/Not Pass based on the March 13th grade. On the other hand, DUAL credit classes are governed by the college's grading policies regardless of where the class is taught. Colleges have moved instruction online, and there is an expectation for students to continue meeting deadlines and completing their assigned work.

It is important to understand that **college grades and records** are separately maintained by the institution issuing the college credits (ie. North Idaho College, University of Idaho, etc.) If you want to modify how the college or university will report and record grades on your college transcript, you may need to follow additional procedures set forth by the individual college(s). A summary of those procedures is listed below.

If you have any questions, please contact your college and career coordinator, school counselor, or dual credit instructor. Additional questions can be sent to [dualcredit@cdaschools.org](mailto:dualcredit@cdaschools.org).

### North Idaho College

**May 29, 2020 by 2:30 p.m. is the deadline to opt into satisfactory/unsatisfactory grading.**

North Idaho College has defaulted to a letter grade system. However, students may opt into a satisfactory/unsatisfactory grading option. Additional information about NIC's grading options for Spring 2020 grading can be found [here](#), and the form to opt in is available on the NIC website at <https://www.nic.edu/forms/CourseGradeOptionChange.aspx>.

### University of Idaho

**May 1, 2020 by 5 p.m. is the deadline to opt into pass/fail grading.**

University of Idaho has defaulted to a letter grade system. However, students may opt into a pass/fail option. Additional information about UI's grading options can be found [here](#).

**How to opt into the University of Idaho Pass/Fail grading system?**

1. Please read and understand the following:
  - The grades I earn will become part of my permanent college record.
  - I understand that credit transfer is determined by any future college or university. Each university has its transfer policy.
  - I understand some institutions may not accept college courses that were taken as pass/fail. Contact the transfer institution to determine their policies.
  - I understand that each course instructor/UI sponsoring department will determine what constitutes a passing grade and what constitutes a failing. If you have questions, reach out to your course instructors.
  - I understand that my educational records are protected under FERPA, and my signature is required to release them.
2. Send an email to your high school counselor, requesting which dual credit course to opt-in the pass/fail.
  - Include #1 in the email along with your **full name**, Vandal ID number (V12345678), and name of the UI course you want to opt-in the pass/fail.
  - This is verification and acknowledgment of the students' request to opt into the pass/fail grading system.
  - The deadline to opt-in is **May 1st, 2020**; all requests must be received before 5pm Pacific.
3. The high school counselor then forwards the email, along with their confirmation to [registrar@uidaho.edu](mailto:registrar@uidaho.edu)
4. The Office of the Registrar will notify you by email that the request has been processed.

### All Other Universities

Check with your dual credit instructor for available options and deadlines.