

GRADE MODE CHANGE REQUEST

INSTRUCTIONS TO STUDENT:

Note: **With the approval of the student's assigned Academic Advisor**, undergraduate students may take selected courses on a Pass/Fail (P/F) basis. All grade mode changes must be submitted to the Office of the Registrar (registrar@uwf.edu) by the deadlines listed on the Academic Calendar. It is the responsibility of the student to understand the restrictions and implications surrounding usage of Pass/Fail grades.

Graduate students may not elect the pass/fail option.

1. This form is used to request grade mode changes for applicable courses before and after the add/drop period has ended, per the policies and deadlines listed in the University Catalog. Possible grade modes are listed below, however, not all grade modes are available for all courses.

- a. Standard Letter Grade (default for most courses)
- b. Pass/Fail
- c. Audit

2. For dates and deadlines, please refer to the Audit Grading and Pass/Fail Grading Option portions of the Undergraduate and Graduate Academic Catalog.

3. If you are receiving any type of Financial Aid, scholarship, or are a student-athlete, veteran, or honors student, please contact the respective office to determine the impact of changing a grade mode of a course.

Name: _____ UWF ID Number: _____
First Middle Initial Last

UWF E-mail: _____ Phone Number: (_____) _____

COURSE INFORMATION

Course Title: _____ Course: _____

SUBJ. PREFIX COURSE NUMBER

Term: Spring Summer Fall
Circle One Year

CRN: _____

Is this course a General Education requirement? Yes No

Is this course a major/program required course? Yes No

Options: Change to Pass/Fail (only avail. during add/drop)

Cancellation of Pass/Fail option*

Change to Audit (only avail. during add/drop)

Cancellation of Audit option*

*Cancellation may not be approved if request is made outside of the cancellation periods noted in the [Undergraduate](#) and [Graduate](#) Academic Catalog. Cancellation of the pass/fail or audit option will result in the Standard Grade Mode being assigned to the course.

Academic Advisor: _____

Date

STUDENT SIGNATURE

By signing below, I acknowledge and understand that I cannot take General Education and major required courses as pass/fail, and I am responsible for any outcomes influenced by changing/cancelling a course grade mode. I understand if my request is outside the allotted time frame for the particular grade mode, my request will not be granted.

Signature: _____

Date

OFFICE OF THE REGISTRAR

(OFFICE USE ONLY)

Request Approved
 Denied

Reason for denial (if applicable):

- Request made outside of appropriate date range
- Incomplete/missing information
- Other (please specify):

Processed by: _____ Date: _____