INSTRUCTIONS TO STUDENT

Note: Undergraduate and graduate students may select courses to change their grade mode to Satisfactory/Unsatisfactory (S/U). It is highly recommended that students discuss this with their academic advisor. All grade mode changes must be submitted to the Office of the Registrar (registrar@uwf.edu) by the deadline: requests must be submitted between April 3 and May 1st, 2020. Grade mode changes are not available for Part of Term 2 courses that have already ended: Part of Term 2 courses were offered 1/6/2020-2/28/2020.

1. All undergraduate and graduate students can request a satisfactory/unsatisfactory (S/U) grade option for any course this semester except those from Term 2 (1/6/2020-2/28/2020), which has already ended.
2. Students must decide to opt in for satisfactory/unsatisfactory (S/U) grade option between April 3 and May 1st, 2020 by using this form.
3. There is no limit to the number of courses for which a student can use this option this semester except Part of Term 2 courses (1/6/2020 - 2/28/2020).
4. A student can make this decision on a course-by-course basis.
5. 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.

FAQs Regarding Spring 2020 Satisfactory/Unsatisfactory Grades:

**Will a Satisfactory/Unsatisfactory grade satisfy my degree requirements on my Degree Works audit?**
Yes, a Satisfactory grade will satisfy a student’s program requirements. It is important for students to discuss their Spring 2020 satisfactory/unsatisfactory grades with their academic advisor.

**How will a Satisfactory/Unsatisfactory grade affect my GPA?**
S/U grades do not factor into a student’s GPA. It will neither raise the GPA, nor lower it.

**Will a Satisfactory/Unsatisfactory grade meet prerequisite requirements for my future registration?**
Yes, a Satisfactory grade will meet prerequisite requirements for a student’s future registration. Students should contact their advisor with any questions about this.

**How will Satisfactory/Unsatisfactory grades look on my transcripts?**
All students registered in Spring 2020 classes will have the transcript comment “Extraordinary Circumstances Encountered (COVID-19)” added to their transcript. This comment will coincide with any Spring 2020 Satisfactory/Unsatisfactory grades, should you elect S/U grades.

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**SPRING 2020 COURSE INFORMATION**

All of your Spring 2020 classes are listed below. Please indicate which classes you want to have the Grade Mode changed to S/U, Satisfactory/Unsatisfactory.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Subject Prefix and Number</th>
<th>CRN</th>
<th>Use S/U Grade</th>
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STUDENT SIGNATURE

By signing below, I understand that I am responsible for seeking advice on this grade change from my Academic Advisor and other UWF support staff (Financial Aid, Athletics, International Office, etc.) PRIOR to submitting my request. I acknowledge and understand that I am responsible for any outcomes influenced by changing my grade to Satisfactory/Unsatisfactory and that my request will be processed regardless of my Academic Advisor's comments on this form. I understand that if my request is outside the allotted time frame that my request will not be granted. I also understand Satisfactory/Unsatisfactory grades do not calculate in my GPA and that I will only earn credit for Satisfactory grades. I understand UWF Grade Forgiveness cannot be used on Satisfactory/Unsatisfactory grades. I understand that Satisfactory/Unsatisfactory grades may adversely affect my GPA for the Spring 2020 semester Dean's and President's List.

Signature Date

ACADEMIC ADVISOR

-- Please Select --

Please provide any 'recommend/not recommend' comments regarding this Grade Mode Change Request Form:

Advisor Information

First Name: ____________________________

Last Name: ____________________________

Email: ________________________________

MVRC SECTION

-- Please Select --

Please provide any 'recommend/not recommend' comments regarding this Grade Mode Change Request Form:

Student Signature ____________________________ Date: ____________________________

Academic Advisor Signature ____________________________

Electronic Signature Pending

MVRC Signature ____________________________

Electronic Signature Pending