

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 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.

First Name: Last Name: Middle Name:
 UWF ID: UWF Email:
 Phone Number:

Please check if you are an MVRC student.

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.

Course:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Use S/U Grade <input type="checkbox"/>
	Course Title	Subject Prefix and Number	CRN	
Course:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Use S/U Grade <input type="checkbox"/>
	Course Title	Subject Prefix and Number	CRN	
Course:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Use S/U Grade <input type="checkbox"/>
	Course Title	Subject Prefix and Number	CRN	
Course:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Use S/U Grade <input type="checkbox"/>
	Course Title	Subject Prefix and Number	CRN	
Course:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Use S/U Grade <input type="checkbox"/>
	Course Title	Subject Prefix and Number	CRN	
Course:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Use S/U Grade <input type="checkbox"/>
	Course Title	Subject Prefix and Number	CRN	

This is a view-only example of this form. Do not print this form. This form is to be completed electronically starting Friday, April 3, 2020.

Course:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Use S/U Grade <input type="checkbox"/>
	Course Title	Subject Prefix and Number	CRN	
Course:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Use S/U Grade <input type="checkbox"/>
	Course Title	Subject Prefix and Number	CRN	
Course:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Use S/U Grade <input type="checkbox"/>
	Course Title	Subject Prefix and Number	CRN	

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

Advisor Information

First Name:

Last Name:

Email:

MVRC SECTION

*

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

Student Signature _____ Date: _____

Academic Advisor Signature

MVRC Signature