

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: FALL SPRING SUMMER CRN: _____
Circle One Year

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 drop/add) Cancellation of Pass/Fail option*
- Change to Audit (only avail. during drop/add) 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)

Term Code: _____ Completed By: _____ Date: _____

Comments: _____ Notified Student: _____