Understanding/Viewing Grade Modes

Overview

With the approval of the student’s assigned Academic Advisor, undergraduate students may take selected courses on a Pass/Fail (P/F) basis using the Grade Mode Change Request form. All grade mode changes must be submitted to the Office of the Registrar at 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 and Audit grades as outlined in the University Catalog.

Changing the grade mode of a course could affect enrollment status, financial aid, etc. Please check with all appropriate offices before changing the grade mode of a course. Different grade modes may have different time frames in which students may opt to return to a Standard Letter Grade for the course.

For additional information, please see the Pass/Fail Grading Option and Audit Grading portions of the Registration Policies and Procedures.

Viewing Grade Mode

Depending on the course, students may have the option to select Pass/Fail and/or Audit grade mode options. If the desired grade mode option does not appear in Step 2 below, then that grade mode is not an option for the course.

1. Log into MyUWF and access the Registration Menu app.

   ![Registration Menu](image)

   - **Select Term**
   - **Registration Status**
   - **Schedule Planner**
     - Create the perfect class schedule.
   - **Add, Drop, or Withdraw**
   - **Change Course Grade Mode**
   - **Student Detail Schedule**
   - **Concise Student Schedule**
   - **Look Up Classes**

2. Choose 'Add, Drop, or Withdraw'

3. View grade modes for all classes.

   ![Current Schedule](image)

   - **Status**: None
   - **Action**: None
   - **CRN**: 82453
   - **Subj Crse**: PSY 5016
   - **Sec Level**: 0
   - **Credit**: 2.000
   - **Grade Mode**: Standard Letter Grade
   - **Title**: Conjunctive Psychology

   - **Status**: None
   - **Action**: None
   - **CRN**: 82454
   - **Subj Crse**: PSY 5016
   - **Sec Level**: 0
   - **Credit**: 1.000
   - **Grade Mode**: Standard Letter Grade
   - **Title**: Conjunctive Psychology Laboratory
Related articles

- Ordering an Official UWF Transcript
- Scheduling a tutor appointment
- Declaring or changing a major or certificate program
- Registering for variable hour/individual study courses (students)
- Understanding Viewing Grade Modes