INSTRUCTIONS FOR CHANGING A SPRING 2020 COURSE TO PASS/FAIL
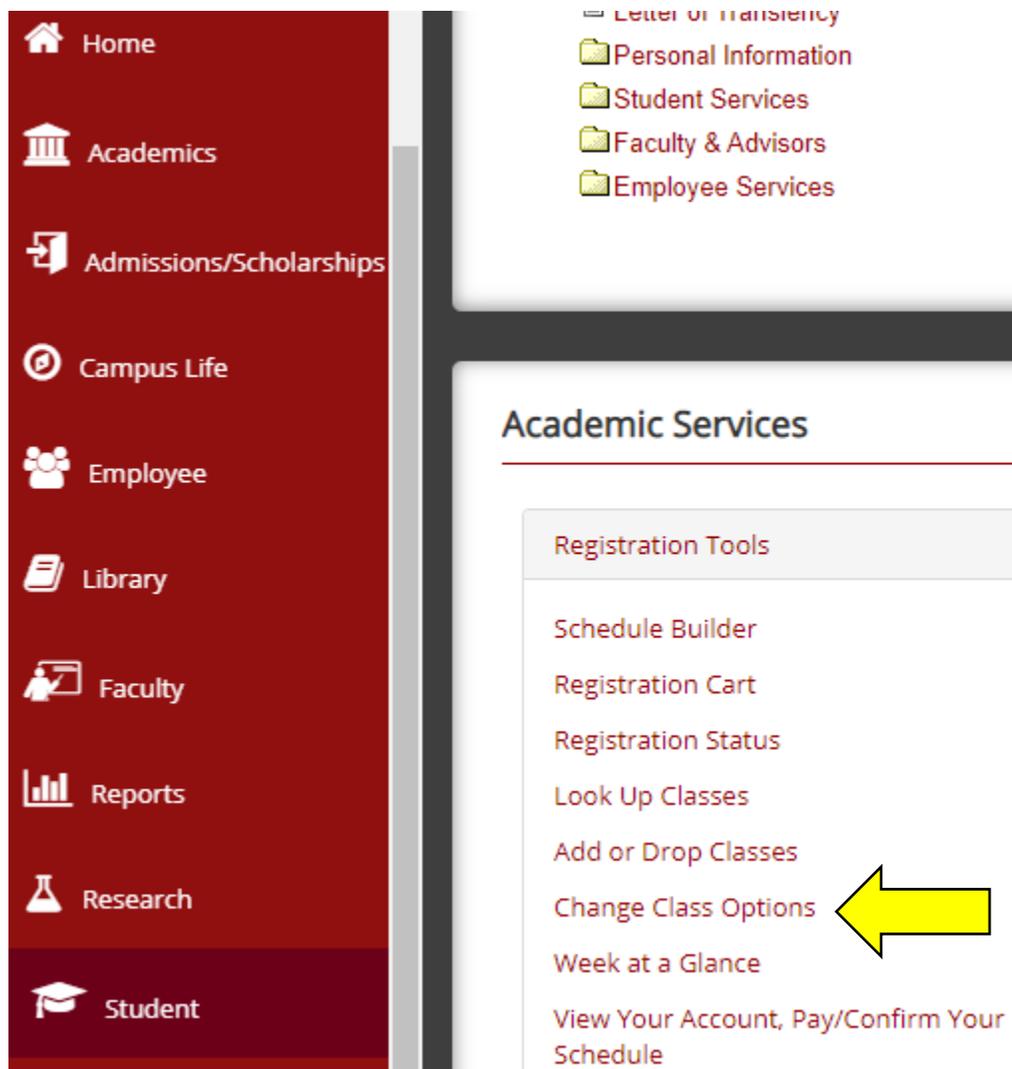
1) Sign in to myBama
2) Click on the Student Page
3) In the Academic Services window, select **Change Class Options** under Registration Tools

4) Select **Spring 2020** from the drop-down box, click **Submit**. Students will only be able to use this method of designating courses as Pass/Fail for the Spring 2020 term.

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5) On the Change Class Options form, you may change any available grade mode options in the drop-down box for each eligible* course. When finished, click the **"Submit Changes"** button located at the bottom of this form.

Change Class Options

You may use this form to change any available options

Intro Criminal Justice
Course: 10225 CJ 100 001
Credit Hours: 3.000
Grade Mode: Standard Letter Grade ▾
Standard Letter Grade
Pass/Fail
Course Level:

*Eligible Courses for Pass/Fail must meet the following criteria:

- Undergraduate or Graduate course offered in Spring 2020
- Offered in a part of term that has not yet concluded (Winter Interim courses are not eligible)
- The student must be currently enrolled (not withdrawn) in the course
- A final grade has not yet been submitted by the instructor
- The course must be currently offered with the Standard Letter Grade or ABC/NC grade mode

6) After clicking Submit, students should receive the following confirmation located at the top of the form:

✔ You have successfully saved your changes.

The deadline for students to select the Pass/Fail option for Spring 2020 courses is <u>5:00 pm, Friday, April 24th</u>.

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