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.
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
Course Level: Standard Letter Grade

*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  • The student must be currently enrolled (not withdrawn) in the course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 **5:00 pm, Friday, April 24**th.