**Since UAH is offering a P/W Grading Option for Spring 2020, here is a breakdown of SUGGESTED courses of action to take if you make a particular grade in a course and want to change it to a “P” or a “W”. If students are not sure what to do, or need a more detailed response, please contact your Department Advisor and / or the Graduate Studies.

If Student has an A:
1) Keep the course as graded.

If Student has a B:
1) Suggest keeping the course as graded if a student’s employer requires a grade of B or better for tuition reimbursement.
2) Suggest keeping the course as graded even if the B lowers the GPA (except in the case of a 4.0 GPA)*.
3) *Suggest Pass option if a student has a 4.0 GPA and has scored a B or lower in a class. This would salvage the 4.0 GPA.

If Student has a C:
1) Suggest Pass option if a student has a passing grade in a class but it is below their current GPA (For example, Jane has a 3.0 GPA, which is a B average, and makes a grade of C in a course.) This would help would help the GPA.
2) Suggest Pass option if a student’s employer requires a grade of B or better for tuition reimbursement and a student scores a C or lower. This would help the GPA.

If Student has a D or F:
1) Suggest Withdrawal option. Beware that Withdraw grades will not count toward satisfaction of scholarship credit hour requirements or athletics eligibility. Students on financial aid should discuss their situation with financial aid.

**Electing to Take an Incomplete**

Incomplete Grading
We realize that, even with the Pass/Withdraw option, some students will face hardships that prevent them from finishing coursework and receiving a satisfactory grade this semester. In such cases, students would normally work out an agreement with faculty, allowing them to receive a grade of Incomplete and have until the end of the semester of enrollment to convert the “I” to a grade. Because the effects of COVID-19 could extend into the summer semester, students receiving Incomplete grades for Spring 2020 who enroll in Summer semester will have until the end of Fall semester (December 11, 2020) to work with faculty to complete work and receive a grade.

Guidance for faculty on assigning Incomplete: When submitting grades in Banner, choose a grade of I. Provide guidance to the student on the remaining requirements and deadlines. When a student has completed these requirements, contact your department and complete a Grade Change Form, which the department will then submit to the Registrar’s Office at registrar@uah.edu.

Guidance for students in asking for an Incomplete: If a student has some requirements remaining in a course and would like to extend the time to complete these requirements, the
student should email his/her instructor to request an Incomplete. If approved, the instructor will assign a grade of I for the course until requirements have been met. The student will be given guidance from the instructor on the remaining requirements and deadlines. When the course requirements have been completed, the instructor will submit a Grade Change Form to have the grade of I changed to the earned letter grade.

**What if I receive a scholarship / financial aid / VA Benefits / am an athlete?**

It is very important and highly suggested that you contact the proper office before deciding to change your letter grade to a P, W, or do an Incomplete.

- Scholarship or Financial Aid: Contact the Office of Financial Aid to see if changing any course(s) to a P/W or Incomplete will negatively affect you in any way before changing your grade.
  - a. Students need at least one grade of “C” or better in Spring 2020 to satisfy the GPA requirement for merit scholarships (and perhaps others). So, students on scholarships should NOT take “Ps” in all Spring 2020 courses.
  - b. In calculating the effects of P/W on GPA the hours earned via a “P” grade should NOT be used in computing semester or cumulative GPA.
- VA Benefits: Contact the UAH VA Office to see if changing any course(s) to a P/W or Incomplete will negatively affect you in any way before changing your grade.
- Athlete: Contact Ms. Julie Woltjen, Director of Athletic Compliance, to see if changing any course(s) to a P/W or Incomplete will negatively affect you in any way before changing your grade.