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 a CAHS Academic Advisor at cahs_advising@uah.edu.

What if I make an “A”?
- Keep the course as graded.

What if I make a “B”?
- Consider keeping the course as graded even if the B lowers your GPA (except in the case of a 4.0 GPA)*.
- *Consider choosing the Pass option if you have a 4.0 GPA and has scored a B or lower in a class. This would salvage the 4.0 GPA. Note: Although we are making accommodations internally at UAH, we are unable to predict how Pass/Withdraw will be interpreted by outside groups such as various graduate schools.
- Consider keeping the course as graded if your employer requires a grade of B or better for tuition reimbursement.

What if I make a “C”?
- Consider choosing the Pass option if you have a passing grade in a class but it is below your 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 the GPA. Note: Although we are making accommodations internally at UAH, we are unable to predict how Pass/Withdraw will be interpreted by outside groups such as various graduate schools.
- Consider choosing the Pass option if your employer requires a grade of B or better for tuition reimbursement and you score a C or lower. This would help your GPA.
- Consider choosing the Pass option if you are taking a JUMP! course and score a C.

What if I make a “D”?
- Consider choosing the Withdrawal option if you are enrolled in a course that is critical to your success in a subsequent course(s). (For example, Sandra is a Psychology student and makes a D in PY 102 – Applications in Psychology, which is a prerequisite to many PY 300+ courses.) Beware that Withdraw grades will not count toward satisfaction of scholarship credit hour requirements or athletics eligibility. **Students on financial aid or receiving a scholarship should discuss their situation with the Office of Financial Aid.**
- Consider choosing the Pass option and retake course if you are enrolled in a course that is critical to your success in a subsequent course(s) and you need to remain registered for scholarship credit hour fulfillment, athletics eligibility, or financial aid purposes. (For example, Sandra is a Psychology student and makes a D in PY 102 – Applications in Psychology, which is a prerequisite to many PY 300+ courses.)
- Consider choosing the Pass option if you earn a grade of D or better in the course and the course is not critical to your success in a subsequent course. (For example, John is a Sociology student and makes a D in ARH 100 – Ancient to Medieval Art History.) This would keep you from having an extra cost in time and money, which would reduce the risk of your running out of financial aid.

What if I make an “F”?
Consider choosing the Withdrawal option. If needed, you may choose to take the class again, especially if it’s needed for a curricular requirement. 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.

**What about doing an Incomplete? Isn’t that an option?**

**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 next 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 their 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.

**Additional Notes for CAHS Students**

Can I choose P/W for EH 101 – College Writing I?
While students may choose a “P” for EH 101 if they earn at least D-, please be aware that students who do poorly in EH 101 will find EH 102 particularly difficult, and may not do well, potentially failing.

Students who choose a “P” for a poor grade are strongly encouraged to work with their professor in EH 102 if they are having issues, and to seek tutoring, which is available for free at UAH with the Student Success Center. If a student does not feel prepared to advance to EH 102, it may be more reasonable to choose a “W” and retake EH 101.

**What if I make a “D” in a class that normally requires a “C,” and this class is a prerequisite for another course? If I change the grade to a “P,” will I be allowed to take the other class?**

Yes. However, since you will be expected to have mastered the material in the class in question in order to succeed in your future class(es), you might not be in a position to do well in the other class(es).

**What if I’m a Psychology Student? Don’t I need a “C” or better in some classes?**

All PY classes are eligible for P/W. However, since doing well in certain courses – particularly PY 102, PY 300/304 (formerly PY 300/300L), PY 303/305 (formerly PY 303/303L), and PY 302 – is imperative to doing well in other Psychology courses, the Psychology Department will be sending out a letter to Psychology Majors informing them of the pros and cons of doing P/W.

In deciding whether to take a “P” rather than a “W” in a given course, students should consider whether they are sufficiently prepared to succeed in courses for which the course is a prerequisite. If they do not feel prepared to advance to a higher course, choosing a “W” and retaking the course may be the most reasonable decision.

**What if I’m a Pre-Professional Student (Pre-Health or Pre-Law)? Can I do P/W?**

Per Pre-Professional Advising, students are **highly encouraged** to attain the best letter grade possible for Spring 2020. Still, Pre-Professional students may choose the P/W option. Since this is to be determined on a case-by-case basis, Pre-Professional students should contact Ms. Brooke Sheetz in Pre-Professional Advising to see what the best course of action should be for these respective classes.

In some cases, graduate and professional schools may recompute student GPAs by assigning weights to +, -, and P grades. You should take this into consideration in making your decision about exercising the P/W option. Again, if you are considering graduate or professional education after completing your undergraduate degree, you are strongly encouraged to speak to a CAHS advisor and/or the Pre-Professional advisor about your decision.