INSTRUCTIONS FOR CHANGING A SPRING 2020 COURSE TO SATISFACTORY/UNSATISFACTORY

Step 1: Login to PAWs

Step 2: Select, ‘Student Services & Financial Aid’

Step 3: Select, ‘Student Records’
Step 4: Select, ‘Spring 2020 Grade Substitution Request’

Student Records

General Student Information
View Holds
Midterm Grades
Final Grades
Spring 2020 Grade Substitution Request
Due to COVID-19, students enrolled in undergraduate courses during Spring 2020 may request grade substitution for one or more undergraduate courses.
Grade Detail
Academic Transcript (Unofficial)
Request Printed/Official Transcript

Step 5: Select, ‘Submit’ next to the course and grade to be substituted. Grades of A, B, and C will be changed to S. Grades of D and F will be changed to U. F* grades will be changed to U*.

Requests will be processed within 24 hours. To request a cancellation after submitting a request, please email records@southalabama.edu.

For the Spring 2020 semester, the deadline to request a substitution from letter grade to Satisfactory/Unsatisfactory will be Friday May 22, 2020 at 5:00 p.m.

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