Student Instructions for Changing of Grade Type

The following instructions are for American University students taking courses in Spring 2020/T2 2020 and who want to change a course grade-type to Pass/Fail given the COVID-19 pandemic.

Step 1

Go to myAU.american.edu and log in.

Step 2

In the Personalized Links menu, on the left, choose the "Academics" link to view it's sub-menu. From the Academics sub-menu choose any of the links that begin with "Eagle Service…" to open Eagle Service landing page. (Note: As a student, your "Eagle Service" options will appear different than the ones pictured.)
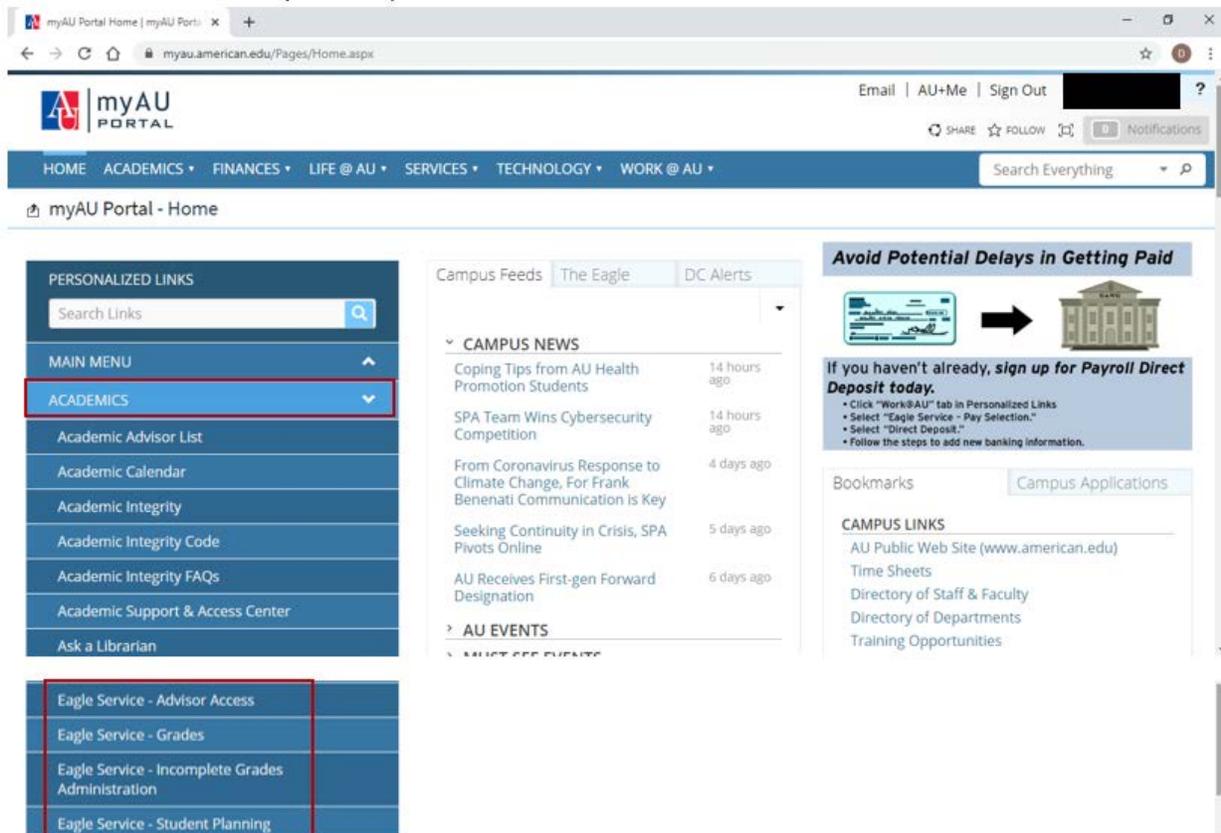
Step 3

On the Eagle Service landing page, choose the option for "Change Grade Type."
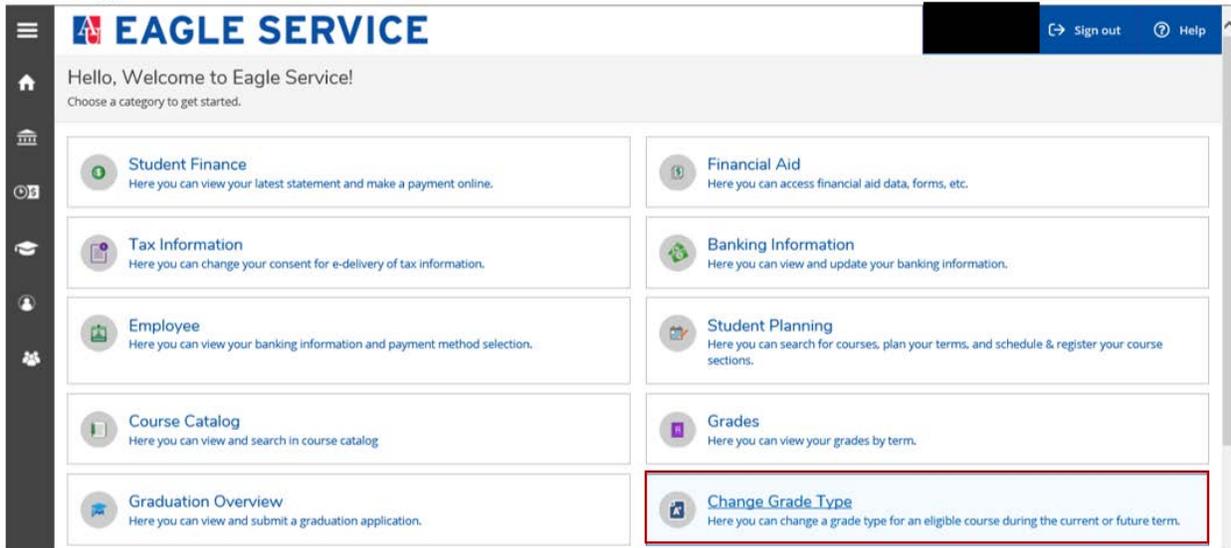
Step 4

On the Change Grade Type page, you will be presented with a list of your classes in the most current term. You can find the term that is currently selected in the gray heading above the course listings. The grading options for each course will be listed in the 4th column. Some courses will only have "Pass/Fail" as an option. Others will not have a "Pass/Fail" option. Where available, you may select another grade-type option if desired.

Note: Do not select "Audit" – the "Audit" option is a **non-credit-receiving** option. Also, you will still pay the regular tuition cost of a course changed to Audit.
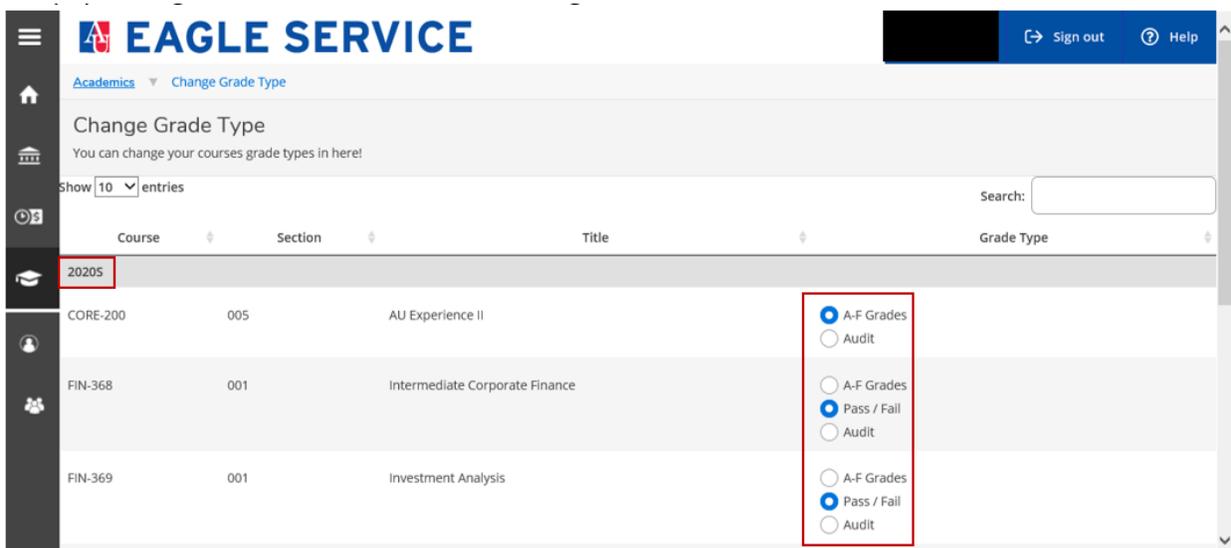
Step 5

Once you have selected the desired grade type for all of your sections, use the "Submit" located below the list of classes to submit your changes.

If you are successful, you will get the message "Grade types(s) changed successfully."

Getting an Error Message?

If you are presented with the message "Based on your current academic information, you are not allowed to perform grade type changes," please contact your academic advisor with any questions.