

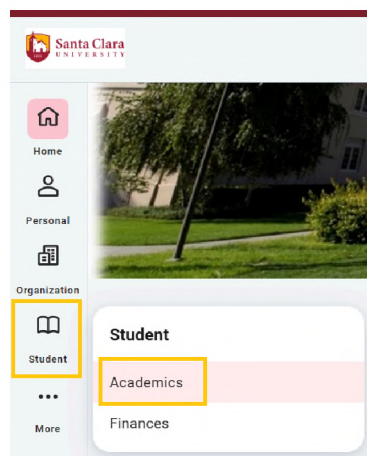


Change Course to Pass/No Pass Grading Option

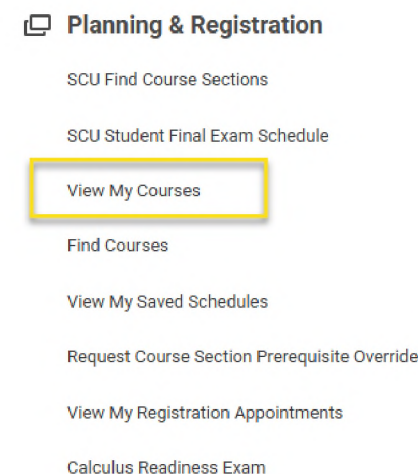
Overview

Process

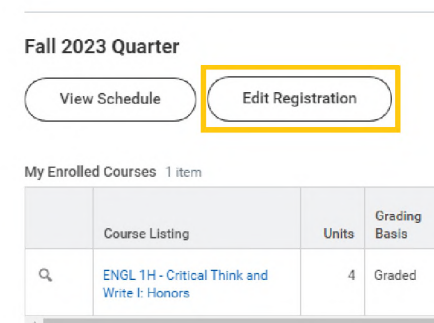
1. From the home screen, click on **Student** on the left sidebar menu and then **Academics**. The **Academics** dashboard provides links and information about your academic record.



2. Under **Planning & Registration** select **View My Courses**.



3. Go to the term where the course is located to adjust the grading basis and click on the **Edit Registration** button.





Change Course to Pass/No Pass Grading Option

4. In the **Registration** field, select the course that you want to change the grading basis for.

← Fall 2023 Quarter

Student

Registration * ENGL 1H - Critical Think and Write I: Honors

Change Type * Search

5. In the **Change Type** field, select **Grading Basis**. Then click **OK**.

Registration * ☒ Grading Basis

Change Type * ☐ Units

Search

Grading Basis

6. In the **New Grading Basis** field, select **Pass/No Pass**. Then click **Submit**.

Start Date within

Current Grading Basis ☒ Pass/No Pass

New Grading Basis * Search

Pass/No Pass

Comment

7. The following message will appear on the screen.

You have submitted

Up Next: Student Records Administrator | Approval by Student
Records Administrator | Due Date 02/03/2024

[View Details](#)

8. Your request will go to the Office of the Registrar for review. You will receive a notification in your Workday account where the bell icon is located when it is approved or denied.

