



Change Course to Pass/No Pass Grading Option

Overview

Process

1. From the Workday Homescreen, click the **Academics App Icon**.



2. Under the *Planning & Registration* area, click on **View My Courses**.

Planning & Registration

SCU Find Course Sections

View My Courses

Find Courses

More (4)

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

Fall 2023 Quarter

View Schedule

Edit Registration

My Enrolled Courses 1 item

| | Course Listing | Units | Grading Basis |
|---|--|-------|---------------|
| Q | ENGL 1H - Critical Think and Write I: Honors | 4 | Graded |

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

← Fall 2023 Quarter

Student ENGL 1H - Critical Think and Write I: Honors

Registration * Search

Change Type *



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

Registration * Grading Basis
 Units

Change Type * Search

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

Start Date within Graded

Current Grading Basis Pass/No Pass

New Grading Basis * Search

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.

