Change Course to Pass/No Pass Grading Option

Overview

Process

1. From the Workday Homescreeen, click the Academics App Icon.

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

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

4. In Registration, select the course that you want to change the grading basis for.
Change Course to Pass/No Pass Grading Option

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


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.