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.

6. Confirm the information is correct on the next screen and click Submit. 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.