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**.

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

7. The following message will appear on the screen.

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.