

## Changing a Class Grading Option (Letter Grade or Pass/No Pass)

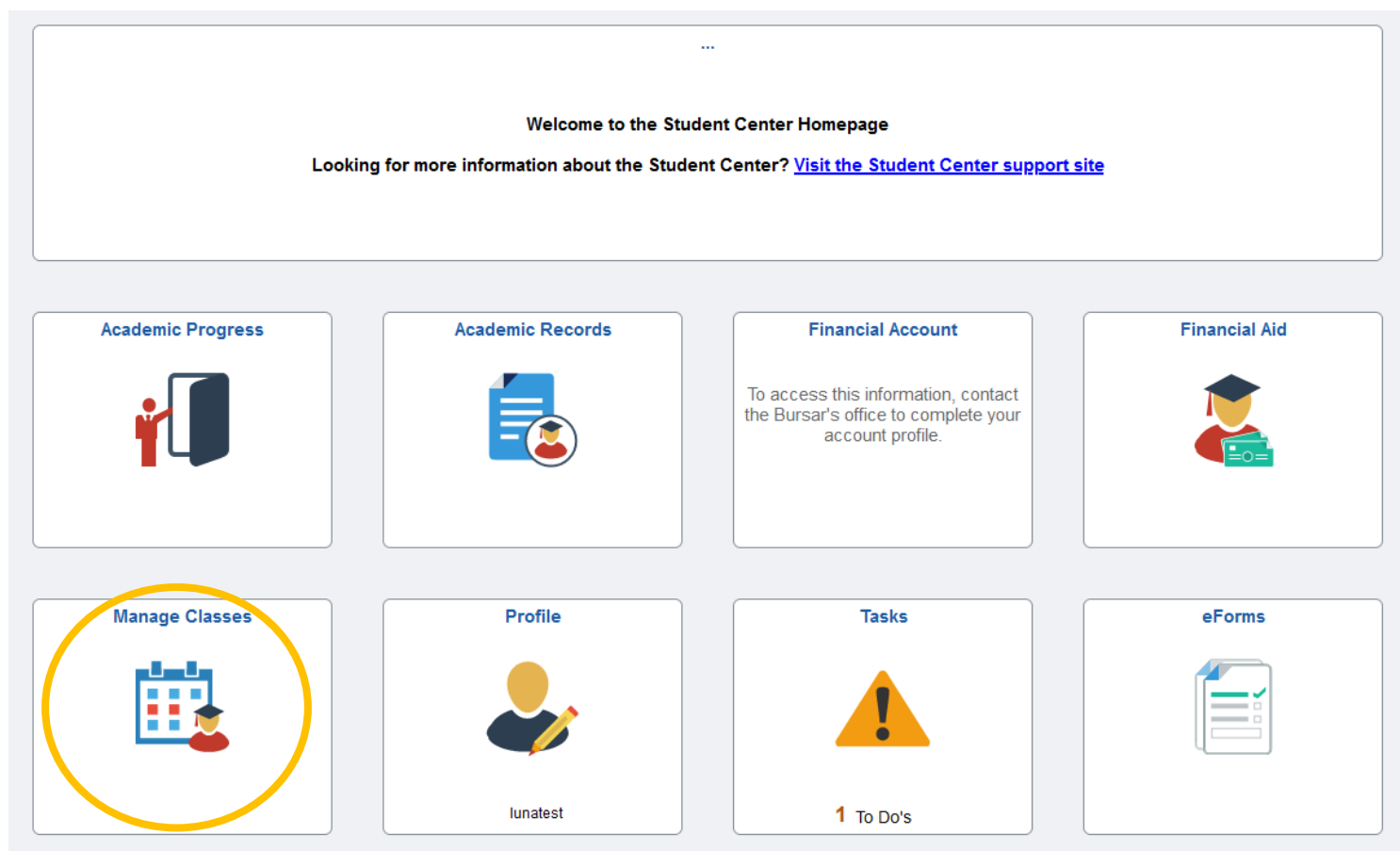
If you are changing your grading basis from letter grade to pass/no pass, please be aware of the following restrictions:

### For undergraduate students

- Most classes in majors and minors must be taken for a letter grade
  - Check catalog or consult your program advisor
- Many professional programs, particularly medical schools, require that certain classes be taken for a letter grade
  - Consult your program advisor before changing to P/NP
- No more than 6 P/NP credits per academic year (*Fall through Summer Semesters, excluding classes only offered as P/NP*)
- Once course is graded, you cannot request a change in grading basis
- Not all courses offer P/NP option

### Steps

1. Log in to Student Center and click Manage Classes tile



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2. In the left-hand column click **Update Classes** which will show a list of currently enrolled classes that are allowed to be edited

Fall 2022  
Undergraduate

Class Schedule

View My Classes

Weekly View

Shopping Cart

Class Search and Enroll

Drop Classes

**Update Classes**

Swap Classes

Enrollment Dates

Exam Schedule

**Choose classes to update**

Class	Description	Days and Times	Units	Status
<a href="#">Class: 1933-01-Lecture</a>	AH 303 The Ancient Greek City	Monday Wednesday 4:00PM to 5:15PM	3.00	Enrolled
<a href="#">Class: 1131-01-Lecture</a>	PHIL 101 Introduction to Philosophy	Monday Wednesday Friday 9:00AM to 9:50AM	3.00	Enrolled
<a href="#">Class: 2203-02-Lecture</a>	SOC 101 Introduction to Sociology	Monday Wednesday 5:30PM to 6:45PM	3.00	Enrolled

3. Select the class you wish to update *\*do not click directly on the blue hyperlink ex. [Class: 2203-02-Lecture](#), click the title of class under description column*
  - a. Use the drop-down box titled Grading Basis to change from Graded to Pass/No Pass or vice versa – Click Accept

Fall 2022  
Undergraduate  
Chapman University

**1 Class Preferences**  
In Progress

**2 Review and Submit**  
Not Started

**Step 1 of 2: Class Preferences**

**PHIL 101 Introduction to Philosophy**  
Class: 1131-01-Lecture - Closed  
Permission Number ⓘ

Grading Basis  
Pass/Not Pass

Accept

4. Review and click submit – once you click submit it will ask you again if you are sure you want to submit, click yes

**1 Class Preferences**  
Complete

**2 Review and Submit**  
Visited

**Step 2 of 2: Review and Submit**

**PHIL 101 Introduction to Philosophy**  
**Class Preferences**

Permission Number

Grading Basis

None  
Pass/Not Pass

Submit

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5. If done correctly, the next page will show Confirmation at top of the page

Confirmation

✓ PHIL 101 - Introduction to Philosophy

Selected class has been updated.