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.

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.

4. Review and click submit – once you click submit it will ask you again if you are sure you want to submit, click yes.
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5. If done correctly, the next page will show Confirmation at top of the page

- PHIL 101 - Introduction to Philosophy
  Selected class has been updated.