Student Self-Service: 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. Please check the catalog or consult your program advisor.
- Many professional programs, particularly medical schools, require that certain classes be taken for a letter grade. Please consult your program advisor before changing to P/NP.
- You are limited to no more than 6 P/NP credits per academic year (Fall through Summer Semesters), excluding classes only offered as P/NP.
- Once a course is graded, you cannot request a change in grading basis.

For graduate students
- By action of the Graduate Academic Council, all graduate work must be taken for a letter grade unless an exception to this policy is noted in the course description of the specific course. See Graduate Catalog, “Academic Policies and Procedures” for further information or consult your program advisor.

Steps
1. Log in to your Student Center on my.chapman.edu. In the Academics dropdown menu, select Enrollment: Edit.
2. Select the course you want to edit. Only courses that are allowed to be edited will display in the drop-down menu. Then click Proceed to step 2 of 3 to continue.

3. To change the grade option from letter grade to pass/no pass or vice versa, use the Grading box. Then click Next to continue.
4. Your requested changes will display. You must click Finish Editing for the changes to be processed.

5. A confirmation will display letting you know if it was successful or if an error occurred. If you encounter an error, contact registrar@chapman.edu from your Chapman email.