



Loyola University Chicago, Registration and Records
820 N. Michigan STE 504, Chicago, Illinois 60611
(ph) 312-915-7221 ~ (fax) 312-915-6452
www.luc.edu/regrec

This form must be given to the student’s dean for submission to the Office of Registration &Records. This request will be processed only if it comes directly from the student’s dean.

Student’s Name*: _____ Today’s Date: _____

LUC Student ID #*: _____ Student’s email: _____ @luc.edu

Program (School): _____ Plan (Major): _____

TERM: Fall Winter Spring Summer YEAR: _____ (or 4 numeral term code)

Is this for study abroad (affiliate or exchange/direct-enroll programs only): Y ___ N ___

If Yes, add the program dates below:

(SA Program Dates)

Course Title: _____

Subject	Class Number	Course Number	Section Number	Term Hours

Example: ACCT 1169 201 002 3

The number of units previously taken as Pass / No-Pass is _____. (See #3 below)

Comments helpful to this request (the body of your email may be used to provide additional information):

PASS/NO-PASS, RULES

1. Students may change from Pass/No-Pass to the regular grading system, or vice versa, only during the first two weeks of the regular semester and the first week of a summer session and the second day of J term.
2. This option is available to a student with a minimum of sophomore standing (30+ earned credit hours) in good academic standing who has satisfied the course prerequisites (or has the written permission of the course instructor).
3. A maximum of twelve credit hours may be taken under the pass/no pass option during a student's undergraduate career. The credits will be included in the total number of hours earned toward graduation but will not enter into the computation of the cumulative grade point average. A student may not take more than two Pass/No Pass courses in any one academic session. Grades of "P" for advanced placement courses that are accepted as transfer credit are not included in the 12-credit-hour total.
4. Only electives can be taken under the pass no-pass option. Permission will not be given for core, engaged learning, major or minor course requirements. Professional courses in education required for certification **cannot** be taken Pass/No Pass. The undergraduate Pass/No Pass Policy can be found here.
5. Under the Pass/No Pass option, the grades of A, A-, B+, B, B-, C+, C, C- will be assigned a “P,” for “Pass” and the grades D+, D, F will be assigned “NP,” for “No-Pass.”
6. “P” and “NP” grades will appear on the official record of the student’s work taken at Loyola University, and **may not be converted to any other grade**. Credit hours with grades of "P" under this option will not be included in the minimum 60 graded Loyola hours that must be completed to be eligible for academic honors at graduation.

Approval Section. Please make certain that all requested information has been supplied above.

Dean’s Name/Signature _____ Date: _____

Submit this form by clicking here: PassNoPass@luc.edu Enter the student’s name and LUC ID on Subject line

If study abroad (non-Rome or non-faculty-led), please include SAOtranscripts@luc.edu CC'd in the submission.

*Student’s Signature: The student by entering his or her name and ID# above has “signed” this form and is fully aware of the rules governing the Pass/ No-Pass grading option for courses. Make certain that all the above fields are completed.

FERPA Notice: The information contained in this form is a part of the student’s education record and is not to be shared with anyone who does not have a legitimate educational interest in the student’s record. This form should be destroyed one year after the final grade is submitted.