



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

Program (School): _____ Program: _____

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.	Course Number	Section Number	Term Hours

Example: ACCT 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 during the first week of a summer session.
2. The student must be a junior or senior, in good sPASS/NO-PASS,standing, and must have RULES satisfied the course prerequisites (or have the written permission from the course instructor).
3. A maximum of twelve passed credit hours may be awarded under Pass/No Pass and will be included in the total number of hours earned toward graduation, but will not enter into the computation of cumulative grade point averages. A student may not take more than two Pass/No Pass courses in any one academic session.
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 symbol**. Courses given grade of “P” will count toward graduation; the mark of “NP” will not count toward graduation.

Approval. 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.