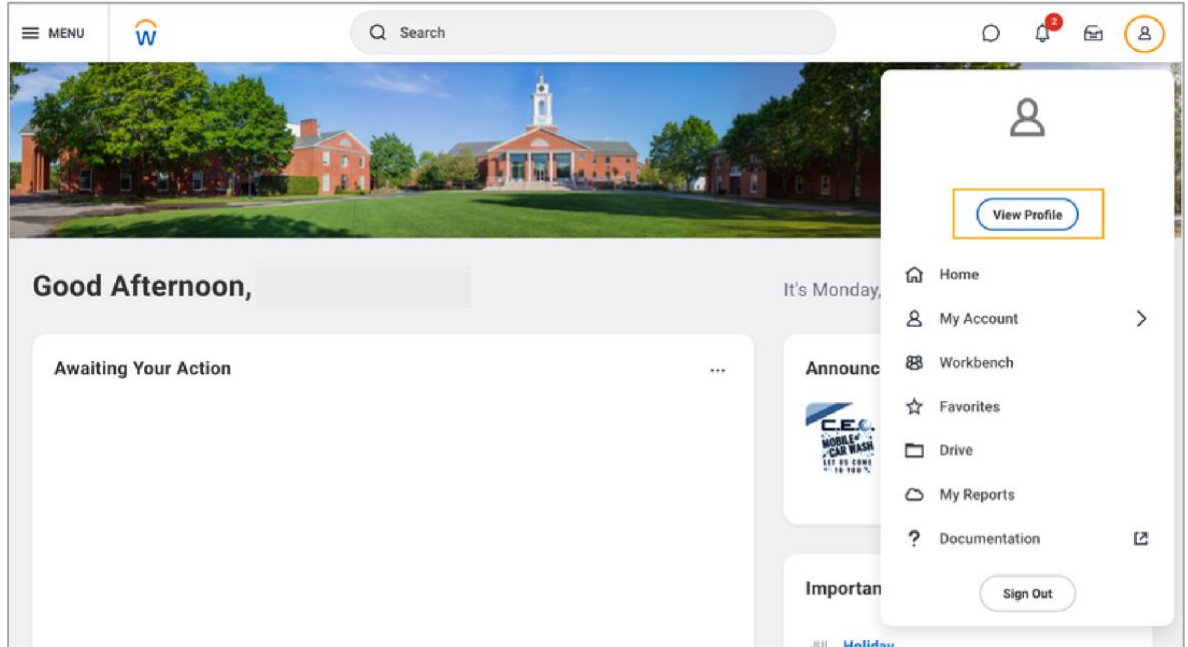


How to Declare a Course Pass/Fail

Workday is an evolving product. Each week large and small features are released. If you find this documentation different from the experience you have for this process, please let us know at GA_REGISTRARS_OFFICE@BENTLEY.EDU.

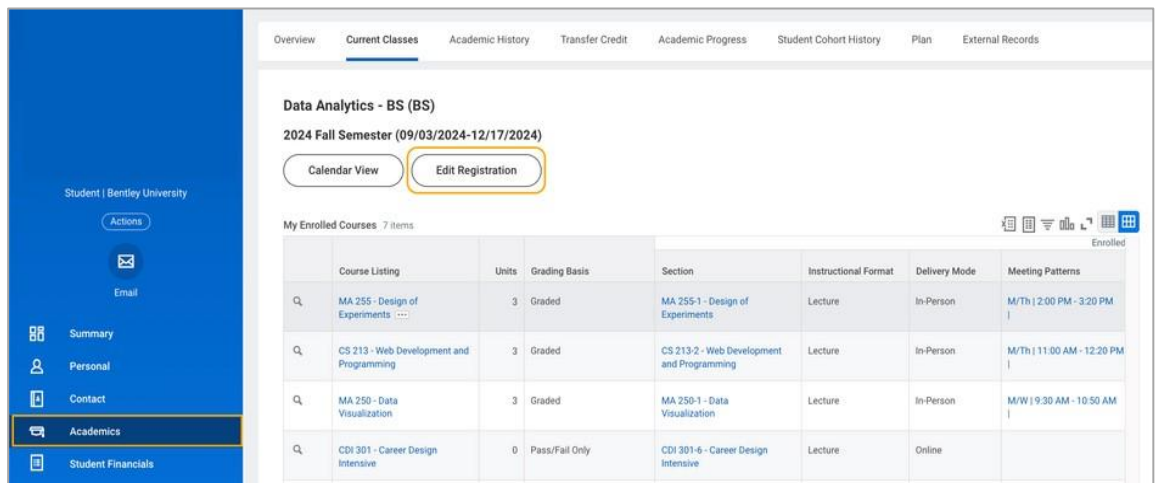
STEP 1

After logging into Workday, click on the Profile icon in the top right corner. Select **VIEW PROFILE**.



STEP 2

On your student profile main screen select **ACADEMICS**. You will then click the **CURRENT CLASSES** tab and click on the **EDIT REGISTRATION** button.



STEP 3

For Registration*, you will select one course out of your current enrollment that you wish to declare Pass/Fail. The Change Type* should be listed as **GRADING BASIS**. Click **OK**.

Edit Student Course Registration

To elect pass/fail grading for a course, choose Grading Basis below and then 'Pass/Fail'.

Undergraduate students must adhere to the [policy on pass/fail outlined in the Undergraduate Catalog](#). Please read the policy before submitting.

After submitting a grading basis change to pass/fail, you will receive a Pass/Fail Declaration Acknowledgement through Workday. You must complete this form agreeing to the pass/fail policy before your request will be sent to the Registrar's Office for approval. The Pass/Fail Declaration Acknowledgement should be completed within 3 days of your request or it will be cancelled. After submitting the acknowledgement, your request will be reviewed by the Registrar's Office and approved or denied. You may be contacted by the office with questions about your request.

Please be aware that if your request is approved, pass/fail declarations are final and cannot be reversed once the deadline to declare passes. Refer to the [Academic Calendar](#) for important dates and deadline.

For questions about the policy or process, please contact your advisor or the [Registrar's Office](#).

Use this to change the number of credits or grading basis for which a student is registered for a particular course section.

Student

Registration *

Change Type *

OK **Cancel**

STEP 4

The New Grading Basis* will need to be **PASS/FAIL**. Click **SUBMIT**.

To elect pass/fail grading for a course, choose Grading Basis below and then 'Pass/Fail'.

Undergraduate students must adhere to the [policy on pass/fail outlined in the Undergraduate Catalog](#). Please read the policy before submitting.

After submitting a grading basis change to pass/fail, you will receive a Pass/Fail Declaration Acknowledgement through Workday. You must complete this form agreeing to the pass/fail policy before your request will be sent to the Registrar's Office for approval. The Pass/Fail Declaration Acknowledgement should be completed within 3 days of your request or it will be cancelled. After submitting the acknowledgement, your request will be reviewed by the Registrar's Office and approved or denied. You may be contacted by the office with questions about your request.

Please be aware that if your request is approved, pass/fail declarations are final and cannot be reversed once the deadline to declare passes. Refer to the [Academic Calendar](#) for important dates and deadline.

For questions about the policy or process, please contact your advisor or the [Registrar's Office](#).

Use this to change the number of credits or grading basis for which a student is registered for a particular course section.

Student

Start Date within 2024 Fall Semester (09/03/2024-12/17/2024)

Current Grading Basis Graded

New Grading Basis *

Comment

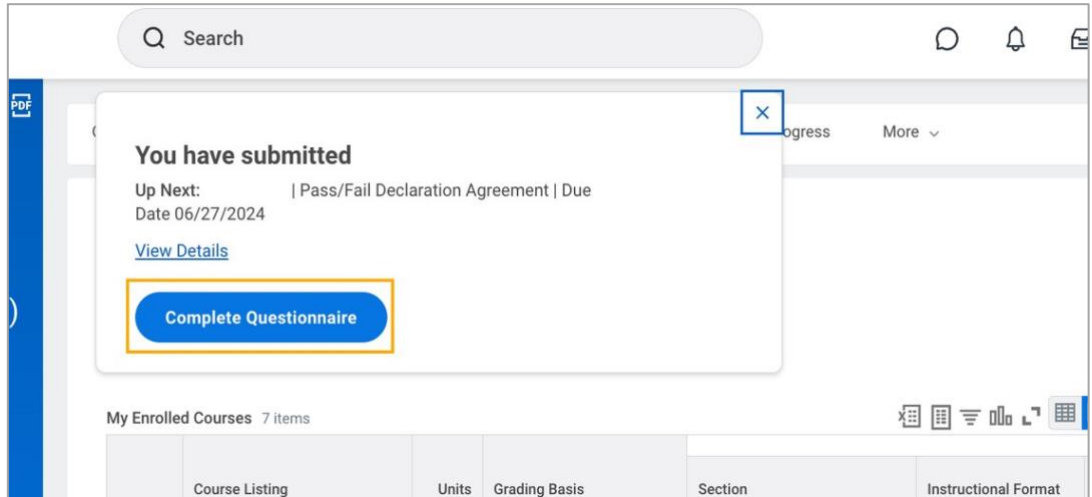
enter your comment

Submit **Cancel**



STEP 5

After you've submitted your Pass/Fail Declaration, a confirmation message will appear prompting you to complete a mandatory questionnaire.



If you click away from the screen too quickly, the questionnaire will appear in your Workday window.



STEP 6

You must complete the questionnaire (**Pass/Fail Declaration Agreement**). Click **SUBMIT**.



STEP 7

Once you've completed the questionnaire, your submission will be sent to the Registrar's Office. You will be notified in your Workday inbox if your Pass/Fail Declaration was

APPROVED or **DENIED**. To confirm that your request was approved, view **MY ENROLLED COURSES** and view the **GRADING BASIS**.

My Enrolled Courses 7 items

	Course Listing	Units	Grading Basis	Section	Instructional Format	Delivery M
🔍	MA 255 - Design of Experiments	3	Graded	MA 255-1 - Design of Experiments	Lecture	In-Person
🔍	CS 213 - Web Development and Programming	3	Graded	CS 213-2 - Web Development and Programming	Lecture	In-Person
🔍	MA 250 - Data Visualization	3	Pass/Fail	MA 250-1 - Data Visualization	Lecture	In-Person

An **approved Pass/Fail declaration** would look like this:

🔍 Search 🗨️ 🔔 📧

Student Course Registration Change Event: Grading Basis Change for
 - Bentley University/Undergraduate (BS) - 06/30/2022 - Active - MA 250 - Data Visualization - 2024 Fall Semester (09/03/2024-12/17/2024)

30 second(s) ago

Your change request for MA 250 - Data Visualization has been approved.

If your **request was denied** by the Registrar's Office, it would look like this:

🔍 Search 🗨️ 🔔 📧

Student Course Registration Change Event: Grading Basis Change for
 - Bentley University/Undergraduate (BS) - 06/30/2022 - Active - MA 250 - Data Visualization - 2024 Fall Semester (09/03/2024-12/17/2024)

The following request has been denied:

Student Course Registration Change Event for MA 250 - Data Visualization in 2024 Fall Semester (09/03/2024-12/17/2024)

Please contact the Registrar's Office at registrar@bentley.edu or 781.891.2177 if you have any questions.

