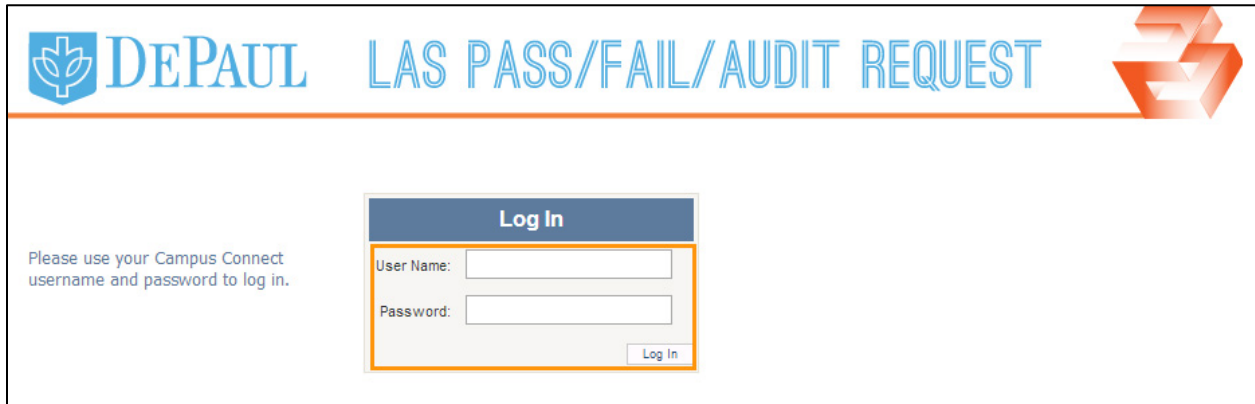


Submitting a Pass/Fail/Audit Request

In order to request to take a class pass/fail or audit, you will need to submit an online application. Perform the following steps to submit a request.

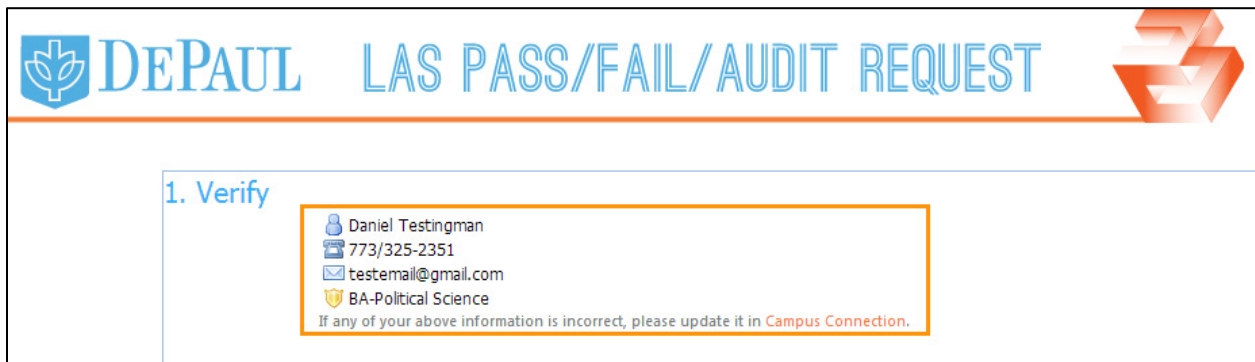
1. Click the link below to access the **LAS PASS/FAIL/AUDIT REQUEST** application.
<https://lascollege.depaul.edu/PassFailAudit>
2. Login using your Campus Connect username and password.



The screenshot shows the top of the application page with the DePaul logo and the title "LAS PASS/FAIL/AUDIT REQUEST". Below the header, there is a "Log In" section. To the left of the login form, it says "Please use your Campus Connect username and password to log in." The login form itself has a blue header with "Log In" and two input fields: "User Name:" and "Password:". A "Log In" button is located at the bottom right of the form.

3. In the **Verify** section, your name, phone number, email address, and major are automatically displayed. The application is synced with the information you provided on Campus Connect.

If there is any discrepancy in the given information, click the **Campus Connection** link and change your information. The system will take at least 24 hours to update your information.



The screenshot shows the "1. Verify" section of the application. It displays the following information: Daniel Testingman, 773/325-2351, testemail@gmail.com, and BA-Political Science. Below this information, there is a note: "If any of your above information is incorrect, please update it in Campus Connection." The "Campus Connection" text is highlighted in red.

4. In the **Choose** section, from the **Course** drop-down list, select the course that you would like to take pass/fail or audit.

Note: All courses that you are registered for will be shown in the **Course** drop-down list. If you are unable to see the course in the drop-down list, then most likely it is past the deadline.

1. Verify

 Daniel Testingman
 773/325-2351
 testemail@gmail.com
 BA-Political Science

If any of your above information is incorrect, please update it in [Campus Connection](#).

2. Choose

Course		
2014-2015 Autumn	LSP 200	SEMINAR: MULTICULTURALISM/U.S.
2014-2015 Autumn	PSC 218	AFRICAN-AMERICAN POLITICS
2014-2015 Autumn	PSC 232	LIBERAL/CONSERVAT/DEMOCRACY

5. Select the grading status (Pass/Fail or Audit) from the **Grading Status** drop-down list.

1. Verify

 Daniel Testingman
 773/325-2351
 testemail@gmail.com
 BA-Political Science

If any of your above information is incorrect, please update it in [Campus Connection](#).

2. Choose

2014-2015 Autumn
PSC 218 --- AFRICAN-AMERICAN POLITICS

Grading Status

Pass/Fail

Audit (NO credit hours earned)

6. To upload your unofficial transcript, click the **Browse** button. Note that it should be uploaded only in PDF format. You can access your unofficial transcript from Campus Connect.

2. Choose

2014-2015 Autumn
PSC 218 --- AFRICAN-AMERICAN POLITICS

Pass/Fail

Unofficial Transcript (PDF only)

[About Courses, WRC, WRD, Calendar, ...](#)

3. Accept

By checking the following, I confirm that I have read and understood each statement:

- The following courses cannot be taken pass/fail:
 - Courses taken to meet Liberal Studies program (including Learning Domains) requirements.
 - Courses taken to meet the requirements of a student's major, minor, certificate, or allied fields of concentration.
- Only one course per quarter may be taken on a pass/fail basis, and a maximum of 20 hours (five courses) may be taken pass/fail during my career.
- No more than one course in any given department may be taken pass/fail.
- I have read and understood both the University's [grade policy](#) and the University's [pass-fail or audit policy](#).
- This application, once approved, is irrevocable.**

7. In the **Accept** section, read all of the listed statements that explain the pass/fail or audit policies and check the checkboxes to indicate that you accept all of the policies before proceeding with your submission.

2. Choose

2014-2015 Autumn
PSC 218 --- AFRICAN-AMERICAN POLITICS
Pass/Fail
Daniel Testingman_Unofficial Transcript.pc Browse...
[About Courses, WRC, WRD, Calendar, ...](#)

3. Accept

By checking the following, I confirm that I have read and understood each statement:

- The following courses cannot be taken pass/fail:
 - Courses taken to meet Liberal Studies program (including Learning Domains) requirements.
 - Courses taken to meet the requirements of a student's major, minor, certificate, or allied fields of concentration.
- Only one course per quarter may be taken on a pass/fail basis, and a maximum of 20 hours (five courses) may be taken pass/fail during my career.
- No more than one course in any given department may be taken pass/fail.
- I have read and understood both the University's **grade policy** and the University's **pass-fail or audit policy**.
- This application, once approved, is irrevocable.**

8. Click the **Submit this Application** button to submit the application. Note that you cannot make any changes after submission.

3. Accept

By checking the following, I confirm that I have read and understood each statement:

- The following courses cannot be taken pass/fail:
 - Courses taken to meet Liberal Studies program (including Learning Domains) requirements.
 - Courses taken to meet the requirements of a student's major, minor, certificate, or allied fields of concentration.
- Only one course per quarter may be taken on a pass/fail basis, and a maximum of 20 hours (five courses) may be taken pass/fail during my career.
- No more than one course in any given department may be taken pass/fail.
- I have read and understood both the University's **grade policy** and the University's **pass-fail or audit policy**.
- This application, once approved, is irrevocable.**

Submit this Application

9. Once the application is submitted, a confirmation email will be sent to you and a notification email will be sent to either the graduate or undergraduate college office. Administrators in the relevant college office will either approve or deny your request. Once they have made their decision and processed your request, you will be notified via email.

I have read and understood both the University's **grade policy** and the University's **pass-fail or audit policy**.

This application, once approved, is irrevocable.

Application successfully submitted.

What's next?

1. You should receive a confirmation email (at your listed email address above) in a few minutes.
2. You will receive an email notification once your application has been reviewed.

Please contact lasregistration@depaul.edu for any questions (more contact information listed at bottom of this page).