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.

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.

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

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.
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.

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

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.