

Study Abroad Pass/No Pass Policy

Who Can Take Study Abroad Courses as Pass/No Pass?

- **Most Junior and Senior students** who are studying abroad have the option of taking 1-2 courses for pass/no pass credit.
- Students **must meet all criteria outlined in the university policy** regarding pass/no pass:
http://www.luc.edu/academics/catalog/undergrad/reg_gradinsystem.shtml
- Remember, courses elected for pass/no pass may **only count for general elective** credit.
- **Rome Center semester students** may elect only 1 course pass/no pass per semester.
- **Rome Center summer students** are not permitted to take courses for pass/no pass.

How to Elect a Study Abroad Course as Pass/ No Pass?

- **Semester students must initiate a request within the first two weeks** (14 days) of classes. For example, if the first day of class is September 1, you would have until the end of the day on September 14 to initiate a request.
- **Summer students must initiate a request within the first week** (7 days) of classes. For example, if the first day of class is June 1, you would have until the end of the day on June 7 to initiate a request.
- **Rome Center semester students must initiate a request on-site in Rome** with Carla Mollica in Academic Advising.
- **Students on all other programs must fill out the Pass/No Pass request form** in LOCUS available in the Online Forms section at:
http://www.luc.edu/regrec/pdfs/UGRD_PassNoPass_Request.pdf . Please fill out the top section of the form (i.e. through to program dates), save, and send as an email attachment to your academic advisor. Your advisor will do an approval review and send the completed form to Registration and Records and the Office for International Programs.