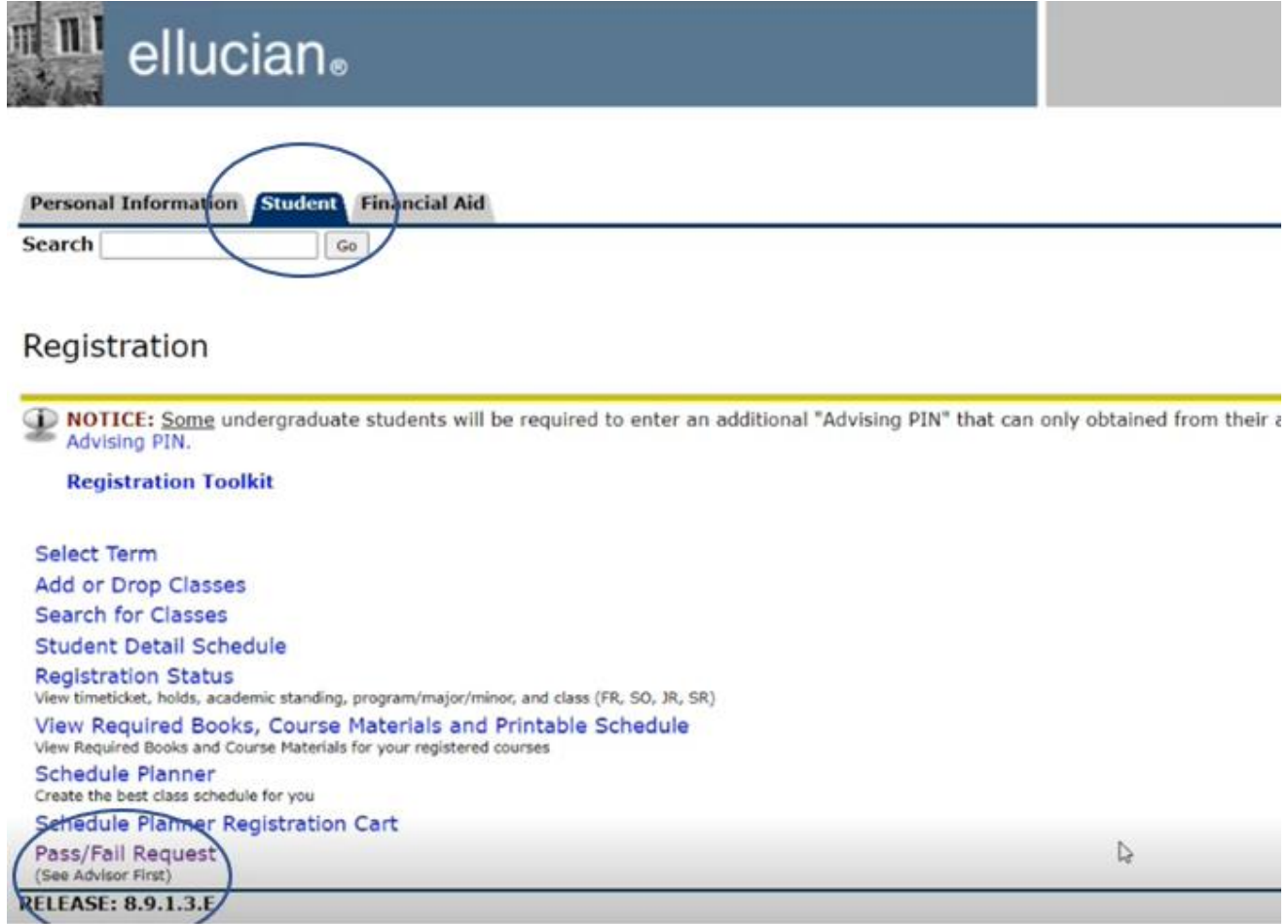


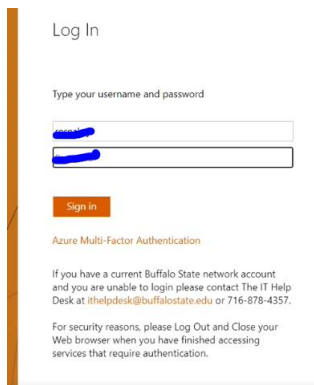
STUDENT GUIDE TO REQUESTING TO TAKE A CLASS PASS/FAIL IN BANNER

Once you have spoken to your advisor about taking a course pass/fail you will want to go login to Banner and go to the "Student" tab, click on the "Registration" link and then click on the **pass/fail request** option.



The screenshot shows the Banner system interface. At the top, there is a blue header with the 'ellucian' logo. Below the header, there are three tabs: 'Personal Information', 'Student', and 'Financial Aid'. The 'Student' tab is selected and circled in blue. Below the tabs is a search bar with a 'Go' button. The main content area is titled 'Registration' and contains a yellow banner with a notice: 'NOTICE: Some undergraduate students will be required to enter an additional "Advising PIN" that can only be obtained from their Advising PIN.' Below the notice is a 'Registration Toolkit' section with several links: 'Select Term', 'Add or Drop Classes', 'Search for Classes', 'Student Detail Schedule', 'Registration Status', 'View Required Books, Course Materials and Printable Schedule', 'Schedule Planner', 'Schedule Planner Registration Cart', and 'Pass/Fail Request (See Advisor First)'. The 'Pass/Fail Request' link is circled in blue. At the bottom of the page, there is a footer that reads 'RELEASE: 8.9.1.3.F'.

You then authenticate with your Buffalo State NT username/password (what you use for email).



The screenshot shows the Banner login page. At the top, there is a 'Log In' section. Below it, there is a prompt: 'Type your username and password'. There are two input fields: one for the username and one for the password. Below the input fields is a 'Sign In' button. Below the button, there is a link for 'Azure Multi-Factor Authentication'. At the bottom, there is a note: 'If you have a current Buffalo State network account and you are unable to login please contact The IT Help Desk at ithelpdesk@buffalostate.edu or 716-878-4357. For security reasons, please Log Out and Close your Web browser when you have finished accessing services that require authentication.'

Your current semesters coursework will show if it is **within the pass/fail date window**.

Please remember that you may not take a class pass/fail that is required in your major or minor... these requests will be denied.

You will want to click on the “request pass/fail” button that appears next to the class you wish to take pass/fail.

Pass/Fail Request

- P/F selection period for Spring 2022 is between 01/31/2022 and 09/30/2022.
- P/F selection period for Summer 2022 LS is between 07/11/2022 and 08/12/2022.
- P/F selection period for Summer 2022 VS ended on 07/21/2022.

P/F selections are provisional and subject to College Pass-Fail Policy Pass/Fail Policy. You will be notified if your P/F selection is denied.
Most importantly students are only allowed one p/f a semester, coursework must be outside Major or Minor, and a student may not take a class p/f they are repeating.
You have until the advisor approves this to retract this request and choose a different class.
Questions or concerns about this process please email audit@buffalostate.edu.

Eligible Courses

| Term | Subject | Course | CRN | Title | Current Grade | Grade Mode | Request |
|--------|---------|--------|------|----------------------|---------------|------------|-------------|
| 202210 | CRJ | 317 | 2652 | CONST ISS/CRJ | Ungraded | Normal | Request P/F |
| 202210 | DAN | 224 | 1021 | DANCE APPREC | Ungraded | Normal | Request P/F |
| 202210 | MUS | 208 | 1038 | WORLD MUSIC CULTURES | Ungraded | Normal | Request P/F |
| 202210 | PSC | 250 | 1502 | INTRODUCTION TO LAW | Ungraded | Normal | Request P/F |
| 202210 | SAF | 305 | 1955 | FUND OF SAFETY | Ungraded | Normal | Request P/F |

Once you select a course, the other options drop to the bottom and are marked “ineligible to be taken pass/fail” as the limit is one pass/fail a semester

You have a small window of time before the advisor approves it on their end to “retract” this request.

Once you retract it, you can select a different class to take pass/fail and start the process again.

Pass/Fail Request

bannertmg.buffalostate.edu says
Are you sure you want to Retract Pending Request?

OK Cancel

- P/F selection period for Spring 2022 is between 01/31/2022 and 09/30/2022.
- P/F selection period for Summer 2022 LS is between 07/11/2022 and 08/12/2022.
- P/F selection period for Summer 2022 VS ended on 07/21/2022.

P/F selections are provisional and subject to College Pass-Fail Policy Pass/Fail Policy. You will be notified if your P/F selection is denied.
Most importantly students are only allowed one p/f a semester, coursework must be outside Major or Minor, and a student may not take a class p/f they are repeating.
You have until the advisor approves this to retract this request and choose a different class.
Questions or concerns about this process please email audit@buffalostate.edu.

Eligible Courses

| Term | Subject | Course | CRN | Title | Current Grade | Grade Mode | Request |
|--------|---------|--------|------|---------------|---------------|---------------------------|-------------------------|
| 202210 | CRJ | 317 | 2652 | CONST ISS/CRJ | Ungraded | Normal (Pending approval) | Retract Pending Request |

Page 1 of 1 Per Page 5 Records Found: 1

P/F Restrictions/Unavailability

Grade mode changes for some courses (see below) are unavailable on this form:

- You have reached the maximum amount of pass/fails allowed for the term, you are only allowed one.
- Grade Finalized: If a grade has been finalized, you must contact the Registrar's Office to update grade modes.
- Withdrawn courses: Withdrawals automatically receive a "W" grade. You may not elect P/F.

The advisors have a 3-day period after the pass/fail deadline passes to approve or deny your request.

The generated email looks like this:

The Pass/Fail change request below has been approved.

Request Details:

Term: Spring 2022

Course: CRJ 317 (2652) – CONST ISSUES

Instructor: Banner, Bruce

NOTES:

Grade Mode: Normal ==> P/F

Advisor: Olson, Sandy.

Any technical questions, concerns, comments on this new process please email audit@buffalostate.edu