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

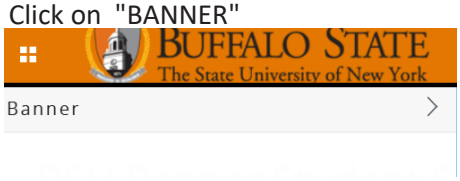
Once you have spoken to your advisor about taking a course pass/fail you will want to go login to Banner

Once logged into Banner:

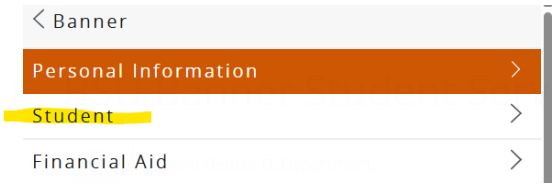
1. Click on the "Four Squares" navigation in the upper left hand corner.



2. Click on "BANNER"



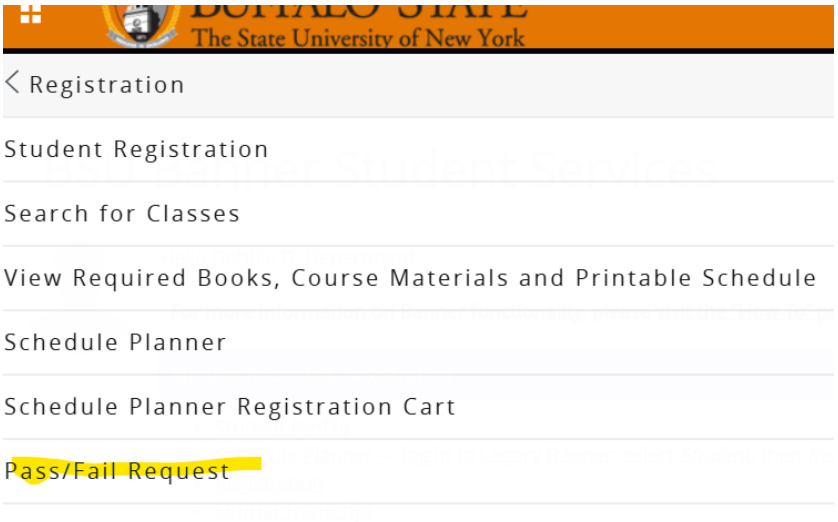
3. Click on "STUDENT"



4. Click on "REGISTRATION"

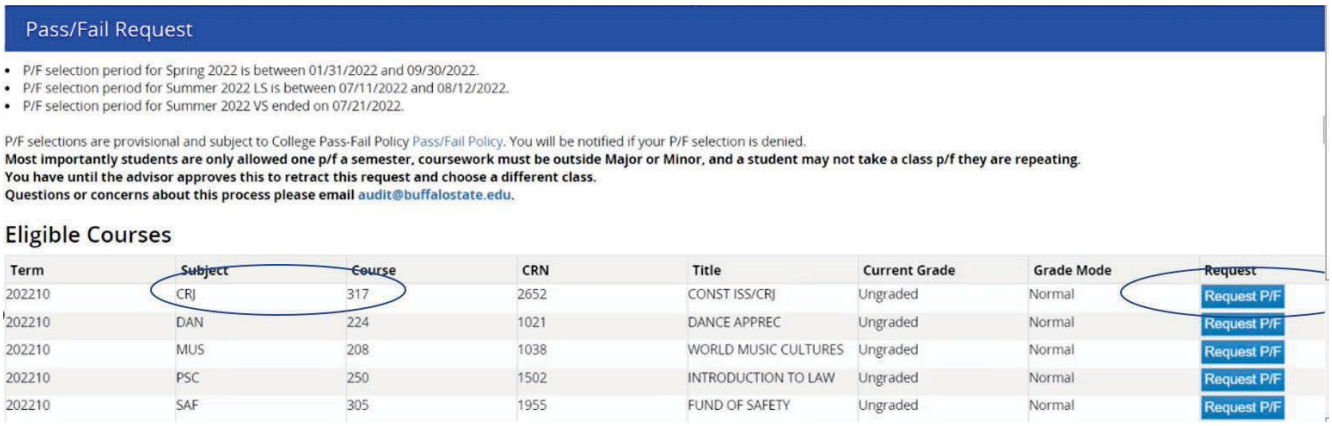


5. Click on "PASS/FAIL REQUEST"

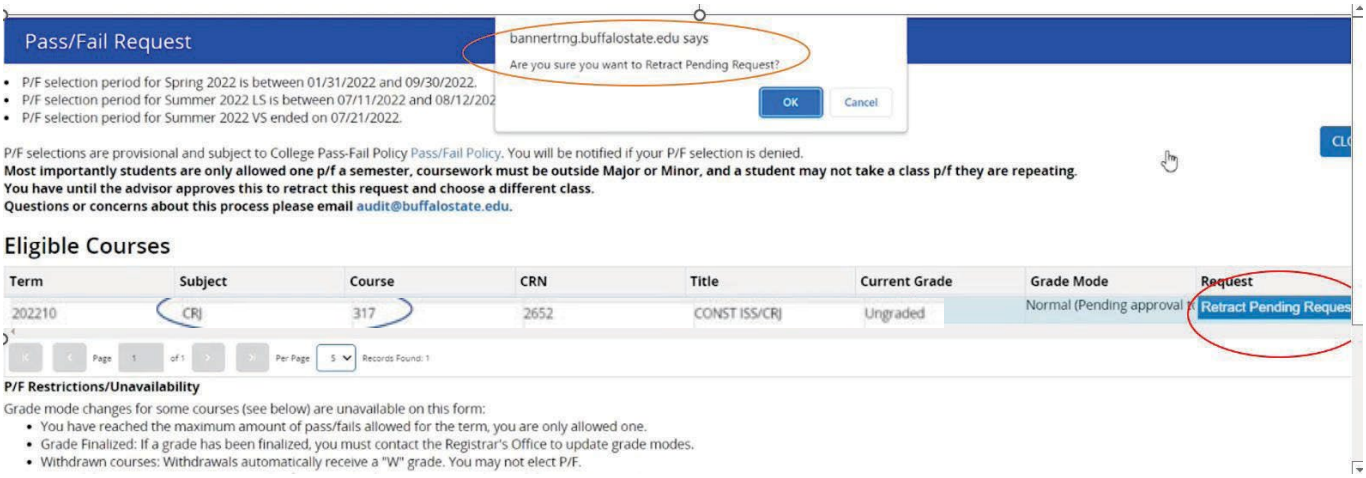


Your current semesters coursework will show if **it is within the pass/fail date window.**
Please remember that you may not take a class pass/fail that is required in your major or minor… these requests will be denied.

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



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 two pass/fails 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.



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