

ADVISORS GUIDE TO APPROVING OR DENYING A STUDENT'S PASS/FAIL REQUEST IN BANNER

When a student goes into Banner and requests to take a class pass/fail, an email will get generated to the primary advisor listed in Banner for the student.

If no advisor is yet assigned in Banner, the email will go to advise@buffalostate.edu and that office will forward to the appropriate advisor and CC audit@buffalostate.edu.

EMAIL FOR ADVISORS SAMPLE

You are receiving this email because Banner has you listed as a main advisor to B00268574 Smith, John.

Student is in Major COM and they are requesting to take HIS 117 Pass/Fail.

*Please login to SSB Banner, click on Faculty/Staff Services Tab, **then select Pass/Fail Requests to either approve or deny the request.***

Although you will see ALL pass/fail requests, only approve/deny those of your advisees. You will be listed in the Advisor column to help confirm this.

You will need to toggle the records at the bottom of the form to show more than just the initial five requests that appear.

The deadline for Pass/Fail for Fall 2022 is 4-NOV-2022.

Some Guidelines when Approving or Denying:

- *If the course is an Honors (HON) course, please contact the HON department for guidance before approving.*
- *Please consult the policies on pass/fail before approving. [Pass/Fail Policy](#).*
- *Most importantly students are allowed two p/f's a semester, coursework must be outside Major or Minor, and a student may not take a class p/f they are repeating.*
- *Questions or concerns about this process please email audit@buffalostate.edu*

You can also select the Processed filter to see those requests already approved, denied, or retracted by the student.

If you believe you received this email in error, have any other questions on this process or approved one in error please email audit@buffalostate.edu.

Thank You.

The advisor then will login to Self Service Banner.

<https://suny.buffalostate.edu/forfacultystaff>

J-Term/Spring 2026: Registration

BUFFALO STATE UNIVERSITY

MYBUFFSTATE: FACULTY

TOOLBOX

Administrative Calendar >

Banner

- Self-Service Banner
- Banner Admin
- ePrint
- Legacy Banner

Important Numbers

On-campus Emergency
(716) 878-6333

IT Help Desk >
(716) 878-HELP (4357)

School Closing
(716) 878-5000

Once logged into Banner, click on the "four squares" in the upper left hand corner, Select "Faculty and Staff", then Pass Fail Requests.

BUFFALO STATE UNIVERSITY

< Faculty and Staff

- Alternate Pins
- Adoption & Insights Portal (AIP)
- Pass Fail Requests
- Faculty Feedback
- Class List
- Drop Roster
- Faculty Grade Entry
- Office Hours

The form will open to show you all the pending requests awaiting pass/fail approval

Pass Fail Requests

Record Type

Processed
 Pending

Term: Spring 2022

Student B#:

Please consult the policies on pass/fail before approving. [Pass/Fail Policy](#).
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.
Questions or concerns about this process please email audit@buffalostate.edu.
The "Student Notes" field will be included in the email, while the "Internal Notes" will not.
If it is determined at a later date that any approved pass/fail conflicts with college policy the p/f will be reversed and you will get an email notification.
If you approve a pass/fail in error please email audit@buffalostate.edu prior to the final grading deadline to have it reversed.

Requests

Term	Major	CRN	Course	Banner ID	Student	Requested Grade Mode	Advisor	Updated Date	Approver	Student Notes	Status
202210	COM	1489	HIS 117 [20TH CE	B002768574	Smith, John	P/F	Jones, Jen	PAR02-AUG-2022 09:			Approve Deny

A few things about this form to be aware of:

- All Faculty and Staff have access to this form, so therefore you will see all pass/fail requests, not just your own. By approving it you are acting as the student's advisor.
- There's an Advisor column you can sort by to just see your requests.
- There is a 3-day grace period after the pass/fail deadline for advisors to login and approve or deny a request.
- The policies to be followed before approving a request are also listed on this form.
- Denying a request allows the student the ability to resubmit a new one for a different class.

Some additional features with this form

- You can click on the table headers and sort by whichever field you choose such as Major, CRN or Advisor. This becomes helpful when there are a lot of requests in the que that are outstanding.
- You can search by the students Banner ID
- The Student Notes field allows you to add comments to the student which gets included in the email that goes to the student.
- The "**Processed**" radio box lets you look at the approved, denied or student retracted requests.

If you approve a pass/fail in error and its before the retraction deadline, you can email audit@buffalostate.edu and we will reverse it.

If it's after grading, then the student will need to file a petition with Academic Standards to reverse it.

The generated email that goes to the student looks like this:

The Pass/Fail change request below has been approved.

Request Details:

Term: Fall 2022

Course: HIS 117 – 20th Century

Instructor: Banner, Bruce

Grade Mode: Normal ==> P/F

Advisor: Jones, Jen.

Please note that if an approval goes against college policy, the pass/fail will be reversed and the approver/student will be notified.

Please note that if you receive the email and forward the email to a different advisor please CC audit@buffalostate.edu so we can track the activity.

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