

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 is a navigation menu with three tabs: "Personal Information", "Student", and "Financial Aid". The "Student" tab is highlighted and circled in blue. Below the navigation menu, there 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, there 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 says "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. It has a "Log In" heading and a prompt to "Type your username and password". There are two input fields for the username and password, both of which are redacted with blue scribbles. Below the input fields is a "Sign In" button. Underneath the button, there is a link for "Azure Multi-Factor Authentication". At the bottom of the page, there is a disclaimer: "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 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.

Pass/Fail Request

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

OK Cancel

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202210	CRJ	317	2652	CONST ISS/CRJ	Ungraded	Normal (Pending approval)	Retract Pending Request

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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