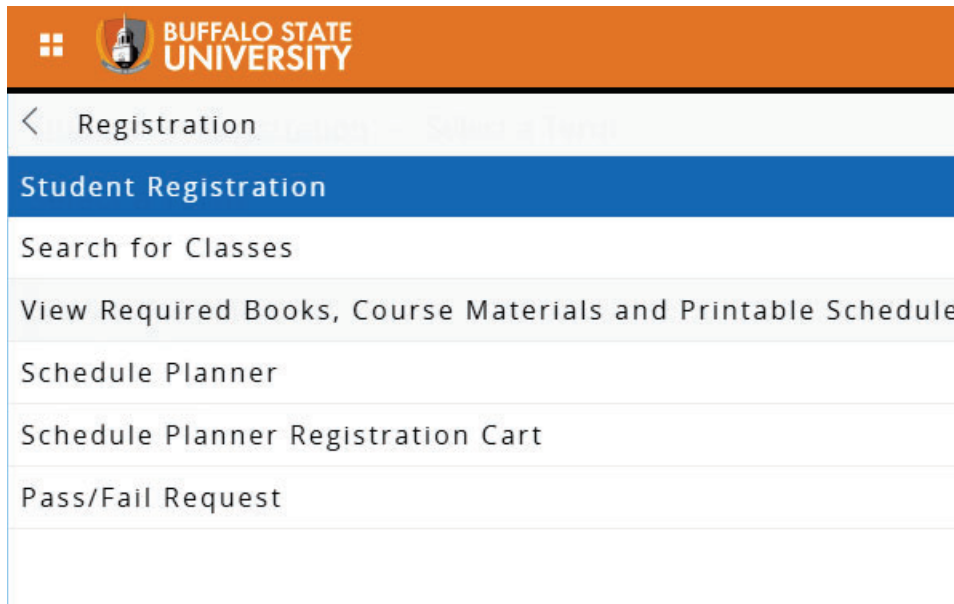


STUDENT GUIDE TO REQUESTING TO TAKE A CLASS PASS/FAIL IN BANNER

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 if you click on the "Four Squares" navigation in the upper left hand corner and select "REGISTRATION", "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.

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