==Pass-Fail deadline for Spring 2024 semester is Friday, May 3rd, 2024==

# The process for students electing to take one or two classes Pass-Fail is now an online approval process in Banner.

**Can I pass-fail a course?** Please read the following information regarding the pass-fail option:

==**Pass-Fail Option**==:

➤ The pass-fail option permits any matriculated student to take an undergraduate course for credit without receiving a letter grade of A, B, C, D, E, or EV. The pass-fail option cannot be used for graduate courses. A pass (P) grade provides credit but no quality points and is not counted in total hours used to determine cumulative average. A fail (F) grade is treated as a failure although the hours are not used in computing the cumulative average.

➤ A pass-fail credit may be applied toward an undergraduate degree. Courses taken as part of early childhood and childhood education program concentrations and distributions may not be taken pass-fail.

➤ Any undergraduate course, ***except*** English composition 100-level courses and those required for completion of a major or a minor, may be taken on a pass-fail basis. Students must declare their intention to do so by the end of the 13th week of classes in any semester or after two-thirds of a Summer Session or January Term.

➤ Students should refer to the Registrar's Office for the proper procedure for completing a pass-fail. A student may choose to rescind their pass-fail request and accept their earned letter grade by following the requirements for rescinding a pass-fail request (found on the Registrar's Office website) prior to the last day of class. After this point, a student may petition Academic Standards to have the earned letter grade apply.

➤ Students will be allowed to take **up to two courses per semester** as a pass-fail option for a total of **24 credit hours** during their undergraduate program at the university.

➤ Students may not use pass-fail to repeat an undergraduate course for which a grade of C- or below was earned.

**Note**: Students are cautioned that the amount of pass-fail work permitted may jeopardize their chances for admission to graduate or professional school or for career placement.

==**To Retract Your Prior Pass-Fail Request Used for the Current Term:**==

• To retract a prior pass-fail request that has already been approved online in Banner, by your advisor for the current term in process:

  ○ you need to email the details to audit@buffalostate.edu from your Buffalo State University email.

• The deadline to retract your pass-fail request for the **Spring 2024** term is: **Thursday, May 16, 2024**

- The ability to retract is only if in the current term and before the posted date. Otherwise, if it is from a prior term, you will need to file a petition with Academic Standards to request a letter grade substitution.

> **Note:** Students are cautioned that the amount of pass-fail work permitted may jeopardize their chances for admission to graduate or professional school or for career placement.

**Requirements to Take a Course Pass-fail:**

1. You must be matriculated.

2. English composition 100 level courses (CWP101 and CWP 102) and required major, minor or certificate courses cannot be taken pass/fail.

3. Two courses per semester or summer may be taken pass/fail. Once the pass/fail form has been filed, the option for that semester has been used, even if a substitution form is filed at a later date.

4. The pass/fail option cannot be used to repeat a course, previously graded "E". Effective Spring 2003 the pass/fail cannot be used to repeat a course for which a C-, D+, D or E was earned.

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