OVERVIEW

This topic will explain how to submit a request for Pass/No Pass grading in SIS. This option applies to undergraduate students only.

Note: Begin by logging into SIS at case.edu/sis with your CWRU Network ID and password.

1. **Student Home** appears. Click the **Classes & Enrollment** tile.

2. Select **Modify Classes** from the left side navigation pane.

3. Select **Pass/No Pass Request**.

   If you *have never* submitted a pass/no pass request, you will see a list of classes that are eligible for pass/no pass grading.

   If you *have* submitted a pass/no pass request in the current or in a prior term, you will see the requests you have submitted, including any that have been cancelled. Click "Create Pass/No Pass Request" to submit a request for the current term.

   Note: Pass/No Pass is only available to first year students after the Friday of the 11th week of classes in the Fall or Spring term. Pass/No Pass is not available during the Summer term.

4. Click the **checkbox** next to the class for which you wish to request pass/no pass grading. The checkboxes for the other classes will become unavailable as you may only elect to take one class pass/no pass each semester (Fall and Spring).

5. Enter the reason you are submitting the request for pass/no pass grading for this class, then click the **Submit for Approval** button.

6. A box will appear asking you to acknowledge that you have read and understand the Pass/No Pass regulations. Click **OK** to acknowledge and submit.

7. To review the class information or the reason for the request you submitted, click **Detail**.

8. To cancel a request that has been submitted but which has not yet been approved, click the **Cancel Request** button for the class.

9. To view the status of a request, such as if it has been approved or denied, see the **Current Status** column.