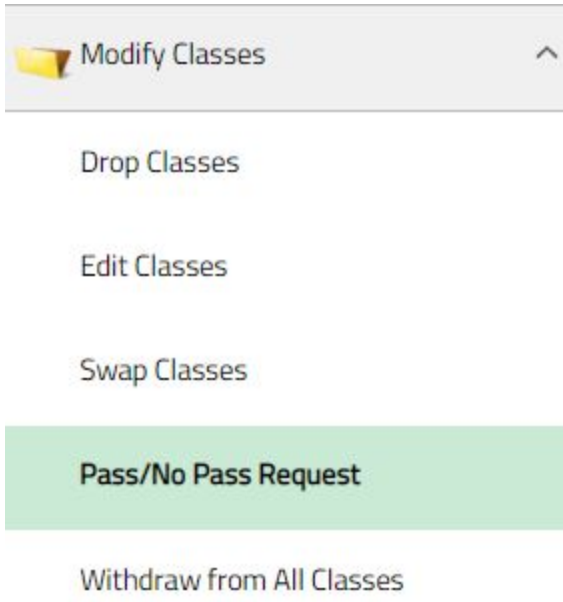


OVERVIEW

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 the 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**.



4. If you have not submitted a pass/no pass request in the current semester, you will see a list of classes that are eligible for pass/no pass grading.
5. If you have submitted a pass/no pass request in the current semester, you will see the requests you have submitted, including any that have been cancelled.
6. Click the **checkbox** next to the first class for which you wish to request pass/no pass grading. The checkboxes for the other classes will become unavailable, but you may submit additional requests after each request is submitted.
7. Enter the reason you are submitting the request for pass/no pass grading for this class, then click the **Submit for Approval** button.

Term: Spring 2020

Please select one course from the list below to request the pass/no pass option.

Select	Class	Description	Instructor	Units
<input checked="" type="checkbox"/>	PSCL 315-100 (1257)	Social Psychology		3.00
<input type="checkbox"/>	SOCL 101-101 (1289)	Introduction to Sociology		3.00
<input type="checkbox"/>	PSCL 230-100 (3294)	Child Psychology		3.00
<input type="checkbox"/>	ECON 102-101 (5450)	Prin of Microeconomics		3.00
<input type="checkbox"/>	USSO 290J-100 (11044)	Touch Throughout the Life Span		3.00

If the desired course is not listed, please contact the Undergraduate Studies Office.

*Reason for Request:

Enter reason here.

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Submit For Approval

- If you would like to submit another request, select the checkbox for the next class, enter the reason you are submitting the request, then click the **Submit for Approval** button.
- If you have submitted requests for pass/no pass grading for the current semester, when you select Pass/No Pass Request from the left hand navigation pane, you will see the requests you have submitted. Click **Detail** to see the class information and the reason for the request which you submitted.
- To request pass/no pass grading for another class, click the **Create Pass/No Pass Request** button.
- Click the checkbox next to the class, enter the reason you are submitting the request, and click the **Submit for Approval** button.
- To cancel a request that has been submitted but which has not yet been approved, select Pass/No Pass Request from the left hand navigation pane and click the **Cancel Request** button for the class.

Detail	03/25/2020	Spr 2020	PSCL 315 (1257)	Submitted	03/25/2020 9:55:03AM	CANCEL REQUEST
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- If the status of a request changes, such as when it is approved, or if it has been denied, you will see the updated status in the Current Status column.