YES User Guide

Pass/Fail Selection

This user guide outlines the process for undergraduate students to change Spring 2020 classes to pass/fail grading. Pass/Fail Selection is available through the YES suite of applications. On the student landing page, click Pass/Fail Selection.

**NOTE**: Classes listed in YES either have a Select for Pass/Fail button or are designated as Not Eligible. Once a class has been selected for pass/fail grading, it may not be changed back to a letter grade.

1. To change your class to pass/fail, click on Select for Pass/Fail. [NOTE: In the example below, CS 3276 is set as Not Eligible because the student is enrolled as an auditor.]
2. Repeat until you have selected all classes that you want to change.

**NOTE:** If you unintentionally select a class, click **Deselect Pass/Fail**.

3. When you are done selecting the courses you want to change to pass/fail, click **Submit Selections**.

4. A second box will appear. Carefully review your selections and click **Submit**.
5. If your change was successfully submitted, you will receive a confirmation message.

For more information and FAQs regarding the pass/fail option for undergraduate students for Spring 2020, please visit the Spring 2020 Undergraduate Pass/Fail FAQ. If you have any questions about the pass/fail eligibility status of individual classes, please contact your school’s Office of Academic Services. Contact information is available in the FAQ linked above.