YES User Guide

Pass/Fail Selection

This user guide outlines the process for changing your Summer 2020 courses to pass/fail grading. Pass/Fail Selection is available through the YES suite of applications. On the student landing page, click Pass/Fail Selection. Selection deadlines will be announced through the Message Center.

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. If you do not submit all changes at once, you may reenter the application to make additional selections prior to the deadline for that session. Classes that already have been changed to pass/fail will appear as Not Eligible.

1. To change your class to pass/fail, click on Select for Pass/Fail.
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.
6. Once you have submitted your pass/fail selection(s), please be sure to confirm each selection by accessing the Academic Record application. Under the Academic Detail tab, any course marked for pass/fail grading will appear with a yellow triangle icon. Hover your mouse over the icon to see the pass/fail grading basis indicated:

For more information and FAQs regarding the pass/fail option for Spring 2020 or Summer 2020, please visit the Spring 2020 FAQ or Summer 2020 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 FAQs linked above.