

Requesting a Pass/Fail Course Spring 2021

Students registered in at least six credits during the spring 2021 semester may take one undergraduate class on a pass/fail basis (up to four credits). **All sections must be made online in Navigator by May 3, 2021. Only one class can be taken on a pass/fail basis during the spring 2021 semester.**





Instructions

Step 1. Log into Navigator (navigator.salemstate.edu)

Step 2. Choose Academic Records Tile



Step 3. Select "Request Pass/Fail Grade"

 Course History
 View Grades
 View Unofficial Transcript
 Request Official Transcript
View Transfer Credit Report
Request Enrollment Verification
Change Major/Minor/Conc
Request Pass/Fail Grade
Activate a Non-degree Program

Step 4. Select class you want to take Pass/Fail

Undergraduate students enrolled in at least six credits may choose one undergraduate class (up to four credits) to be taken on a pass/fail basis for the spring 2021 semester. These classes may be used for any requirement for which a normally graded class may be used (major, minor, general education, free electives). Departments may designate certain classes as exempt from this policy.

If you wish to select a class to be taken on a pass/fail basis, please select that class below and then click the 'Submit' button. If a class listed below is followed by "Unavailable for Selection" then that class cannot be requested either because it is exempt from the pass/fail policy, it carries more than 4 credits, it already has a grade or because it is not an undergraduate class. Students may only have one pass/fail class for the term.

May 3, 2021 is the last day to submit a request for a class to be graded on a pass/fail basis. Requests after this date will not be allowed. Please note that the last date to withdraw has also been extended to May 3, 2021.

Select Class for Pass/Fail Grade, then click "Submit"
MAT147 STATISTICS
MUS100 INTRODUCTION TO MUSIC
POL101 UNDRSTNDNG THE POLITICAL WORLD
SPN102 ELEMENTARY SPANISH II
SWK101 THE PROFESSION OF SOCIAL WORK ==> UNAVAILABLE FOR SELECTION

Step 5. Click Submit.



Once you have submitted your request, you will be asked if you are sure. Once you make your choice, you can't choose another class. You will receive a confirmation that your request has been submitted. It will take 24 hours before your class will be treated as a pass/fail course. **All selections must be made by May 3,2021.**