

## Instructions on Processing Pass-Fail Contract Requests (for Spring 2020)

### **STEP 1: Student Request**

After consultation with their advisor, the student emails a completed [Pass-Fail Contract](#) to their assigned advisor by May 1, 2020.

- Each course must be submitted on a separate contract form.
- Students may submit the contract from their SCSU email if unable to sign it digitally.
- A student's advisor is listed on the degree evaluation with a link to their email. If no advisor is listed, the student should email the request their major department.

### **STEP 2: Advisor Review, Approval and Submit:**

The advisor approves the course by ensuring that the course is eligible for pass-fail. For questions regarding eligibility, the advisor should see [courses ineligible for pass-fail](#) or consult with their chair. To approve the request, the advisor must [digitally sign the contract](#) and **submit directly to either:**

- [Degree Auditor](#) - for LEP or free elective courses
- Department Chair - for major/minor/cognate courses only

Note: Some departments have approved advisors to submit major/minor course contracts directly to the Degree Auditor. Advisors should confirm this with their chair.

### **STEP 3: Chair Review, Approval, Submit:**

To approve the request, the Department Chair must [digitally sign the contract](#) for courses in the major/minor/cognate and submit to the [Degree Auditor](#) for the major.

Students will be notified by the Registrar's Office once processed.