PETITION TO THE COMMITTEE ON DEGREES:
Request for a Late Grade Change

GUIDELINES: Courses taken on a Pass/Fail basis may only be requested by juniors or seniors and:

- May not be used to satisfy proficiency, GERs, minor or major requirements.
- If failed will be calculated as part of student's cumulative GPA.
- If failed in a student's major will be calculated as part of the student's major GPA.
- A student may elect to designate only one normally graded course per semester.

INSTRUCTIONS:
1. Complete Section A.
2. Obtain signature of your Academic Advisor in Section B.
3. Sign and submit form to the Office of Academic Advising, Swem 169 before the Withdrawal Deadline (not add/drop).

NOTE: Student will be notified only if request is denied. Student should check final transcript to ensure grade has been changed accordingly.

SECTION A
Name: ___________________________ Student ID No.: ___________________________ Date: ___________________________

Email: ___________________________ Anticipated Graduation Date: ___________ Social Class: ___________

Major(s): ___________________________ Minor: ___________________________

I would like to request that the grading basis for the following course be changed to:

☐ Pass/Fail basis from a standard letter grade
☐ Audit grade from standard letter grade
☐ Standard letter grade from a pass/fail basis (Attach the completed Permission Audit form to this petition)

Course (Number/Title) __________________________________________________________

Semester/Year (of Course) ______________________________________________________

Reason for change:

SECTION B: As this student’s academic advisor, I certify that the course to be taken pass/fail will not be used to fulfill GER, proficiency, major or minor requirements.

Advisor’s Signature: ___________________________ Printed Name: ___________________________

Student’s Signature: ___________________________ Date: ___________________________

For Office use only:

Dean of Undergraduate Studies’ Signature ___________________________ Date: ___________________________

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