

**Undergraduate Advising  
Academic Dean's Office  
(Formerly Pre-Major Advising Services)**

607 Goodell Building  
University of Massachusetts  
Amherst, MA 01003  
413-545-5103 (phone)  
413-577-0620 (fax)

**Petition for a Late Pass/Fail Option  
For Undeclared, BDIC, or NXCHNG Students**

The pass/fail option was instituted as a means of allowing students to explore unfamiliar areas of study without risking a low grade. Students are allowed to designate one optional pass/fail course per semester. After the add period is over (two weeks into the regular semester), the pass/fail option is no longer available.

We grant permission for students to put a course on pass/fail after the add period *only* for extraordinary circumstances. These are usually either **clear-cut errors** (when, for example, there is evidence that the student has changed a P/F course section and assumed the P/F designation would automatically change in SPIRE) or **unexpected course alterations** (when, for example, an original instructor falls ill and another takes over, significantly changing the course).

Please fill out both sides of this form and explain why you think a late pass/fail is appropriate in your case. **The Dean's Staff will respond to your request by email, usually within a week.**

Name:	UMass Email:
Local Address:	City/State/Zip:
Local Telephone/Cell Phone:	Class Year:
Major:	Student #:

**Be Sure to Complete the Back of this form!**

----- DEAN'S DECISION -----

APPROVED \_\_\_\_\_ Date \_\_\_\_\_  
 DENIED \_\_\_\_\_ Date \_\_\_\_\_  
 NO ACTION TAKEN \_\_\_\_\_ Date \_\_\_\_\_

DATE STUDENT EMAILED \_\_\_\_\_ Initials \_\_\_\_\_

**DEAN'S COMMENTS**

