Late Pass/Fail Petition

The deadline for an elective pass/fail is the end of the add/drop period, as set by University regulations. This deadline is strict, and exceptions are extremely rare. The following do not constitute grounds for a late elective pass/fail:

• Concern over academic performance in the class, effect on GPA, and prospects for acceptance to other institutions such as law school, medical school, etc.
• The course is not being taken to fulfill any specific requirement(s)
• Medical or family emergency (a late withdrawal may be possible)
• Instructor support for the request
• Change of major
• Lack of awareness of the deadline
• No previous history of utilizing the elective pass/fail option

You will be notified of the Academic Dean’s decision via e-mail, usually within a week.

1. Student Information

Name: ___________________________ Date: ________________
Major: ___________________________ Expected Grad Date: ________________
Local Address: ___________________________ Phone: ________________
SPIRE ID Number: ________________ E-mail: ___________________________

2. Course Information

Department: ___________________________ Course # / Section #: ___________________________
Term and Year: ___________________________ Instructor: ___________________________

The following may constitute grounds for a late pass/fail. Verification is required.

• Registration error, such as mis-keying of class schedule number (verifiable by Dean through student enrollment history)
• Rejection of attempt by SPIRE due to presence of mandatory P/F course on student schedule (verifiable by Dean through student enrollment history)
• Departmental or instructor error if course was added to student schedule by department or instructor (department or instructor verification required)
• Mis-advising (verification required)

Provide an explanation for your request on the second page of this form. Provide verification.

Academic Dean’s Decision

☐ Approved ☐ Denied ☐ No action taken

Academic Dean’s Signature: ___________________________ Date: ________________

Student e-mailed decision on ___________________________ (date)
Name: _______________________________ Dept. and Course#: ____________________

**Personal Statement**
Please explain your reason(s) for this request. Attach a separate sheet if necessary.