Late Pass/Fail Petition

Instructions:
1. Complete the course Change request form, including your signature.
2. Complete sections 1, 2, and 3 of this form. Be sure to complete both sides of the form.
3. Include relevant documentation, or indicate when it will be sent.
4. Schedule an advising appointment and submit all materials to the SBS Advising Resource Center at 128 Thompson Hall or bring them with you on the day of the appointment. If you have any questions about what information, details, and/or documentation to provide, please call the SBS Advising Center 413.577.1057, or email your question to sbsadvising@sbs.umass.edu.

The deadline for an elective Pass/Fail is the Mid-Semester date, as set by University Regulations. This deadline is strict, and exceptions are extremely rare.

Note: 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

1. Student Information

Name______________________________________________________ Date__________________________________

Major___________________________ Expected Grad Date_______________ Phone______________________________

SPIRE ID_______________________ UMass Email_________________________@umass.edu

2. Course Information

Department and Course #________________________________________

Term and Year_______________________________________________ Instructor______________________________

The following may constitute grounds for a late pass/fail. Verification is required.
- Registration error, such as miskeying 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)
3. Personal Statement. Please provide an explanation for requesting a late Pass/Fail. You may use additional sheets if necessary.

Name: ______________________________   Department and Course #: __________________________

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Dean’s Decision

Decision: Approve / Deny / Table Initials ______________________________

Date Student Emailed of Decision: ____________ Initials ____________  Decision entered in database

Dean’s Comments: ____________________________________________________________________________________________