Credit / No Credit Petition

For term ________________

Student:
A petition to change the grading option will be approved after the 4th week of class (8-week course) or after the 8th week (semester course), only in cases where no substantial graded assignment was returned prior to the deadline or if there are extenuating circumstances identified and documented by the student.

Student's Name                 Student's Signature

Student's Address

Phone

Email

Instructor:
Mr. / Ms. ___________________________ has requested to ___ELECT or ___DELETE
the Credit/No Credit option for ________________________________:

(Student Name)          (Subject, Course Number, Call Number)

The request has been made after the 4th or 8th week deadline for such actions. The student has asked for a waiver of the deadline for the reason that the first major evaluation in the course was returned after the 4th or 8th week of class. In order to take the appropriate action on the student’s request, the LAS college office needs your confirmation of the date on which the first substantial graded assignment (hour exam, major paper, etc.) was returned. Thank you for your cooperation.

Date on which the assignment was returned

Instructor’s Name

Instructor’s Signature

FOR COLLEGE USE ONLY

APPROVE ___________  On Pro: ________

DENY ________________

COMMENTS: ______________________

______________________________

______________________________

______________________________

______________________________

DEAN’S SIGNATURE         DATE