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
UIIN
Phone
Major/Curriculum
Email

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

(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
Instructor's Office Phone

Academic Advisor:
Is this course being used for a major or General Education requirement? ___YES ___NO

Advisor's Name
Advisor's Signature
Advisor's Office Phone

FOR COLLEGE USE ONLY

APPROVE ____________ On Pro: _______
DENY ________________
COMMENTS:

________________________________________
________________________________________
________________________________________
________________________________________

DEAN'S SIGNATURE DATE