

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. Please submit all materials to 120 Furcolo Hall. 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)

Late Pass/Fail Petition (page 2)

Name: _____ Dept. and Course#: _____

Personal Statement

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