

Pass/Fail Petition For Arts and Sciences students only

The faculty has established a deadline for students to change variable-credit hours, pass/fail, and no-credit status on courses. Deadlines are posted on the Registrar's web site. Students are responsible for knowing and adhering to posted deadlines. To change pass/fail or credit/no credit status after the deadline you must provide documentation of extenuating circumstances beyond your control that prevented you from making this change within the established deadline.

Filling out the petition does NOT result in automatic approval. Requests for changes outside the published deadlines are only approved in the most extraordinary and compelling circumstances.

Student: Print the form. Complete this section. Please type or print clearly

Name: (Last, First) _____ Student ID: _____ Local Phone: _____

Course: Dept Prefix _____ Course # _____ Section # _____ Credit Hours: _____

Semester/Yr: _____ Course Title: _____

1. Please read carefully and check each box indicating that you have read and understood the statement. In and of themselves the following are not sufficient reasons to change a course status after the deadline:

- Protecting or enhancing your grade point average or a desire for a higher grade is not grounds for an exception to the published deadline.
- Fear of a low grade or a desire for a higher grade is not grounds for an exception to the published deadline.
- Requesting the change because the course is an elective and you do not need a specific grade is not grounds for an exception to the published deadline. For example, a change in major that results in a course being an elective is not grounds for an exception to the published deadline.
- Discovering at this late date that you have enrolled in too many classes and the work load is overwhelming is not grounds for an exception to the published deadline.
- Failure to verify your course status on the web registration system is not grounds for an exception to the published deadline.

2. Please type in the space below or attach a typed statement explaining the extenuating circumstances that are grounds for your petition. Provide documentation that verifies the extenuating circumstances and that document when these circumstances occurred. If you have documentation of a University error that resulted in the failure of a change in status, please attach that to your petition. All petitions are read carefully and thoughtfully and with concern for your individual circumstances. Your request will be considered on the basis of the information you provide, so it is to your advantage to take the time necessary to state your case clearly and completely and supply any documentation relevant to your argument.

3. Student Statement:

I have read and understand all of the information on this petition, and I understand that the decision will be final. I certify that the information given is correct. I understand that providing false statements or false documentation is a violation of the Honor Code and that any violations will be reported to the Honor Code Office.

I understand that the decision on this petition is final.

Student Signature: _____ Date: _____

Print CU e-mail: _____@colorado.edu

The student is responsible for submitting the completed form to Woodbury 107 in a timely manner.

Academic Advising Center Use Only

Reviewer Initials: _____ Approved NME Denied Date: _____

Comments: _____

Notification: By (initials) _____ E-mail sent on (date): _____ NME received on: _____