Pass/Fail to Graded—No Credit to Credit Petition
For Arts and Sciences students only
(Petitions requesting a change from Graded to Pass/Fail will NOT be accepted)

Please return the completed form and ALL supporting documents to the Academic Advising Center, Woodbury 107, UCB 290
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.

Filling out the petition does NOT result in automatic approval. Complete the information below to change a course from pass/fail to graded or no credit to credit ONLY. There is no way to change a class from graded to pass/fail. Requests for changes outside the published deadlines are only approved in the most extraordinary and compelling circumstances.

Student: Complete this section. Please type or print clearly.

Name: (Last, First) ___________________________________ Student ID: ____________ Local Phone: ____________

Course: Dept Prefix ___________ Course # ___________ Section # _______ Credit Hours: _______

Course Title: __________________________________________ Major: ___________ Semester/Yr: _______

To change variable-credit hours, pass/fail, and no-credit status after the deadline you must attach a TYPED statement explaining the circumstances that are the grounds for your petition. 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.

Please read carefully and initial the following to indicate that you understand the statement.

- Enhancing your grade point average is not grounds for an exception to the published deadline.

Student Statement: I have read and understand all of the information on this petition. 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 reached by the Petition Review Committee is final. No appeals will be accepted.

Student Signature: ___________________________ Date: __________________________

Print CU e-mail: ___________________________@colorado.edu You will be emailed the official decision.

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

Academic Advising Center Use Only

Reviewer(s) Initials: ___________________________ Date: __________________________

☐ Approved ☐ NME ☐ Denied

Comments:______________________________________________________________

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