UNIVERSITY PETITION / FORM B – RETROACTIVE CHANGE OF GRADING BASIS

INSTRUCTIONS: 1) Complete both sides of this form. 2) Pay fee(s) required to submit the petition (see information below). 3) Return petition and proof of payment to LH-114.

PLEASE PRINT CLEARLY (PLEASE USE DARK INK – NO PENCIL) DATE: ___________________________

NAME: ______________________________________________________ CAMPUS ID: _________________________

ADDRESS: ____________________________________________________ PHONE: ____________________________

_________________________________________________________ EMAIL: _____________________________

City State Zip Code

PETITION FEES To submit petition(s): One petition: $20
More than one petition: AND all petitions are for classes in same semester: $20
OR petitions are for classes in different semesters: $20/semester

IMPORTANT INFORMATION FOR ALL STUDENTS

CAN ONLY petition to change: FROM: ‘Credit/No Credit’ TO: ‘Letter Grade’

CANNOT petition to change: FROM: ‘Letter Grade’ TO: ‘Credit/No Credit’

PETITION STATEMENT – (reverse side of this form)
Your petition statement consists of the information you are required to provide on the reverse side of this form.

OFFICE USE ONLY COMMITTEE DECISION Date: ___________________________

1. Petition Decision: [ ] Granted [ ] Denied (see ‘Comments’ below)
[ ] No Action Taken (see ‘Comments’ below)

COMMENTS: ______________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

_____________________________
Revised 08/14/18
SECTION 1 – UNDERGRADUATE STUDENTS

DEPARTMENT / COURSE: ________________________________
TERM TAKEN: ________________________ INSTRUCTOR NAME: ________________________________

This course needs a letter grade in order to meet a requirement for:

☐ General Education  Section on the TDA that this course meets: ________________________
☐ Major  Section within your major that this course meets: ________________________
☐ Minor  What is your declared minor? ________________________

Why did you register for this class with a grading basis that you are now requesting to change?
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________

Expected term of graduation: ________________________ Student signature: ________________________________
(must be in the future)

SECTION 2 – GRADUATE STUDENTS

DEPARTMENT / COURSE: ________________________________
TERM TAKEN: ________________________ INSTRUCTOR NAME: ________________________________

☐ Attached is a copy of my graduate study plan.  ☐ I do not yet have a graduate study plan.

Why did you register for this class with a grading basis that you are now requesting to change?
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________

Expected term of graduation: ________________________ Student signature: ________________________________
(must be in the future)