

Student Academic Affairs • (217) 333-1705 • 2002 Lincoln Hall, MC-446, 702 S. Wright St., Urbana, IL 61801

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 _____

UIN _____

Phone _____

Major/Curriculum _____

Email _____

Instructor:

Mr. / Ms. _____ has requested to **__ELECT** or **__DELETE**
(Student Name)
 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 Office Phone _____

Instructor's Signature _____

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 _____