

# Spring 2020 Petition to Change Grading Basis after deadline



## Process

Students with exceptional situations may petition for an exception to the deadline for change of grading basis for Spring 2020.

### Steps:

1. Student completes this form and contacts their Instructor;
2. Instructor reviews and either supports or rejects the request;
3. Instructor or student forwards this form to the Office of the Registrar [reghelp@arizona.edu](mailto:reghelp@arizona.edu);
4. Office of the Registrar forwards request to appropriate College or academic unit;
5. College or academic unit reviews for decision; responds to email request with decision;
6. The Office of the Registrar updates the academic record if appropriate and notifies the student.

### Notes:

- Forms must be submitted from Arizona.edu email address.
- If grades have already been posted, and the change is to Pass/Fail the Office of the Registrar will convert the grade; if the change is to Regular Grading, the instructor will be contacted from the Office to update the new grade.
- More information on the Grading Basis and revised policy is available at: <https://www.registrar.arizona.edu/spring-2020-information-and-updates>

## Student Information

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

### Class being Petitioned (one form per class)

Subject/Prefix	Course Number	Section	Class Number	Instructor Name

### Option (choose one)

<input type="checkbox"/> Change to Special Pass/Fail	<input type="checkbox"/> Reversal of Pass/Fail Option
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### Reason for late request:

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Instructor Review

### Option (choose one)

<input type="checkbox"/> Support	<input type="checkbox"/> Reject
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### Instructor Comments

## Office of the Registrar Use

Date Received	Student College	Approved/Denied	Updated Grade	Date Processed