



STUDENT NAME (LAST, FRIST) _____

STUDENT ID NUMBER _____ DATE _____

VANGUARD EMAIL _____ PHONE _____

FRESHMAN SOPHOMORE JUNIOR SENIOR SEMESTER & YEAR Spring 2020

COURSE INFORMATION (EX ENGL-120-01) _____ INSTRUCTOR _____

STUDENT SIGNATURE

ADVISOR SIGNATURE

STUDENT'S DEPARTMENT CHAIR SIGNATURE OR ASSOCIATE DEAN

STEP 1:

Student requests permission from their advisor to petition for Pass, D, or Fail grade (P/D/F) during the current Spring 2020 semester by completing this Temporary Pass/D/Fail Grade Request form. Student enters name in lieu of signature.

STEP 2:

Student emails (from their VU email account) the completed form to their advisor for review and advising.

STEP 3:

Advisor reviews the petition for P/D/F to determine if the course is eligible based on program degree requirements, etcetera.

STEP 4:

If advisor determines the course is P/D/F eligible, the advisor enters name in lieu of signature and emails the form to the Department Chair or Associate Dean. If course is ineligible, based on STEP 3, the advisor will notify the student by email.

STEP 5:

If approved, Department Chair or Associate Dean enters name in lieu of signature and emails the form from their VU email account, to Records.Support@vanguard.edu. If petition is denied by the Department Chair, the document will be returned to the advisor to notify the student by email.