Instructions for students who wish to petition the Dean of the Fulton School for a Late Change in Credits/Grades/Pass-Fail/Audit

The policy of the Fulton School regarding late changes in credits or grading status is that, absent very unusual circumstances, all changes must be made by the end of the drop/add period at the beginning of the semester. Requests to change credit or grading status after the drop/add period will be denied.

Reversing Pass/Fail and Audit Status: The policy of the Fulton School regarding reversals from Pass/Fail or Audit to Grade is that, absent very unusual circumstances, any requests for reversals after the drop/add period at the beginning of the semester will be denied.

If a student still wishes to petition, (s)he must provide the following:

1. The student must bring a Grade/Pass-Fail/Audit form with the appropriate course name (DEPT), course number, course section number, and title of the course.

2. The student must submit a petition letter addressed to Dr. Maarten Pereboom, Dean of the Fulton School of Liberal Arts, with an explanation of the situation. The letter can be delivered to Fulton Hall 256 or emailed to the Advising Services Coordinator, jxcolon@salisbury.edu.

Sample: Date

Dear Dr. Maarten Pereboom,

Sincerely,

Signature of Student

Printed Student Name
Student Email and Telephone Number
Student ID Number

3. A letter of support from the instructor to document your situation. The letter can also be emailed to jxcolon@salisbury.edu.

4. For medical or legal documentation, a student may submit a letter from a physician, attorney, counselor, etc. Submit all supporting documents to the Dean’s office in Fulton Hall 256.

5. All petition decisions will be sent to the student’s Salisbury University email address.