

COLUMBIA COLLEGE
PETITION TO TAKE A LANGUAGE INSTRUCTION CLASS
FOR A PASS/D/FAIL GRADE

Because success in learning a foreign language is dependent on the full engagement of the students enrolled in a language course, all terms of language instruction/conversation courses, whether being used toward fulfillment of the foreign language requirement or not, must be taken for a letter grade and may not be taken for a pass/D/fail grade.

Any exception to this rule must be approved by the class instructor, the departmental director of language instruction, and the Dean of Academic Affairs. To request an exception to the rule:

1. Complete the form below, including faculty signatures
2. Provide a rationale for your request
3. Attach a recent print out of your **Degree Audit Report**
4. Submit to Kathryn B. Yatrakis, Dean of Academic Affairs, 208 Hamilton Hall

Name: _____ Advising Dean _____

Major: _____ Email: _____ Phone # _____

Class title, number, section: _____

Approval of class instructor

Name: _____ Signature: _____

Approval of the departmental Director of Language Instruction

Name: _____ Signature: _____

******PLEASE BE SURE TO PROVIDE THE RATIONALE FOR YOUR REQUEST******

DO NOT WRITE BELOW THIS LINE

Petition _____ Approved _____ Not approved _____

Dean's Signature: _____ Date: _____

Kathryn B. Yatrakis, Dean of Academic Affairs

cc: Class Dean's Office (Student File)