



# CAL MARITIME

## Student Originated Requests for Change in Grade

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

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

Date of Request: \_\_\_\_\_

### Course Information

Name of Course: \_\_\_\_\_

Catalog Course Number and Section (ie. NA101-3): \_\_\_\_\_

Four Digit Course Number: \_\_\_\_\_

Is this an STCW course? Yes / No

Semester and year in which course was taken: Fall/Spring of \_\_\_\_\_

Instructor of Record: \_\_\_\_\_

STCW Assessor (if different than instructor of record): \_\_\_\_\_ Grade

Assigned: Grade Requested: \_\_\_\_\_

Reason for grade appeal (circle all that apply):

- Instructor clerical or administrative error made in the process of transmitting a grade to the Registrar's Office.
- The grade was based on arbitrary or capricious actions
- The grade is not in alignment with established grading criteria in the course syllabus
- The grade was the result of discrimination, harassment, and/or retaliation

Third Parties/Witnesses you intend to call who can support your case:

\_\_\_\_\_

\_\_\_\_\_

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**Please attach the following documents:**

- A narrative description of the circumstances surrounding the assigned grade and why you feel it was inappropriate. You must support your claim of instructor mistake/bad faith/incompetence/unfairness. Support for the grade or remedy you propose.
- Course syllabus
- Pertinent assignments, examinations, etc.
- Any other documents which are pertinent to your grade appeal, as well as documents supporting the grade or remedy you are requesting.

**Instructor Provided with Copy of the Grade Appeal Request**

I (print your name) \_\_\_\_\_ certify I have provided the instructor of record and/or involved assessor with a copy of the grade appeal request.

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

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**Provisional Enrollment in Follow-On Courses**

If the disputed grade is the sole cause preventing you from enrolling in any follow-on courses, for which the disputed course/grade/assessment is a pre-requisite, list the follow-on courses here using the course catalog number:

\_\_\_\_\_

\_\_\_\_\_

List all courses (by catalog number) in which you intend to provisionally enroll:

\_\_\_\_\_

\_\_\_\_\_

**Provisional Enrollment Agreement:**

I (print your name) \_\_\_\_\_ understand that I am being allowed to provisionally enroll in the courses listed above, and will be allowed to stay enrolled and receive a grade and credit for the above courses only if my grade appeal results in the prerequisites for the above listed courses being met. Should my grade appeal not result in my meeting course pre-requisites, I understand I will be dis-enrolled from the courses in which I was provisionally enrolled and assigned a grade of "W", regardless of my progress, grade, or completion in the follow-on courses. A grade of "W" is an "authorized withdrawal and will not negatively impact my GPA.

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