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:

__________________________________________________________________________

__________________________________________________________________________
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: ______________

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.