Application for Academic Appeal: Request to Change a Grade to a Withdrawal ("W") Grade

To the Student: If you would like to request to have a grade earned after the Summer 2012 Semester changed to a Withdrawal (W) Grade, you must complete Step One below and submit this form to the instructor who taught the course and awarded the grade*. If the instructor decides to proceed with the request, the instructor will complete Step Two of this form and forward it to the Vice President of Academic Affairs to begin the Academic Appeals Committee Review Process. The Academic Appeals Committee will review the grade change request. The student, instructor, and department chair will be notified by email of the decision made by the Academic Appeals Committee.

*If you would like to request to have a grade earned before the Fall 2012 Semester changed to a W Grade, the request is at the discretion of the instructor that awarded the grade (or department chair if the instructor is no longer available) and no appeals process is required. If you wish to request to have a grade earned after the Summer 2012 Semester changed to a W Grade and the instructor that awarded the grade is no longer available, the department chair that oversees the subject area in which the course was taught in will serve as the role of the instructor on step two of this form and determine whether or not to proceed with the request.

Step One: To be Completed by the Student

Student Name _____
(First) (Middle) (Maiden) (Last)

Student ID Number _____ Student Email _____

Mailing Address _____ Phone # _____
(Number, Street) City, State Zip

Course Prefix _____ Course Number _____ Course Title _____

Semester Taken Fall ○ Spring ○ Summer ○ Year Taken _____ Grade Earned (as currently on transcript) _____

Instructor that Awarded Grade _____

Reason for Request to Change the Grade to a "W" Grade _____

_____

_____

Student's Signature _____ _____
Date

Step Two: To Be Completed by the Instructor who Taught the Course and Awarded the Grade (will only be completed if the instructor that awarded the grade agrees to proceed with the request to change the grade to a "W").

PRINT Instructor Name _____ Instructor Email _____

Instructor Signature _____ _____
Date

Step Three: Instructor that Awarded the Grade Submits this Form to the Vice President of Academic Affairs to Begin the Academic Appeals Review Process (the student cannot take this form after the instructor signs it).

COMMITTEE USE ONLY

Recommendations _____

_____

_____ Emailed Student _____ Emailed Instructor

_____ _____
Academic Appeals Committee Chair Date _____ Emailed Chair