

INTENT TO PETITION

GRADE RE-EVALUATION

The student will inform the Office of Academic Affairs of intent to file a course grade re-evaluation petition no later than the end of the fourth week of the semester following the course grade in question. No appeal can be made until a final course grade is assigned.

Step#1: STUDENT

Name: (Please Print): _____ Student ID#: _____
Last name First Name

Course in which the grade in question was given:

Course Prefix	Course Code	Section	Title	Credit Hours

Instructor: _____ Grade Received: _____

Rational for grade re-evaluation:

Student's Signature Date

Step#2: ADVISOR

- I AGREE with the student's decision to appeal their grade.
- I DO NOT AGREE with the student's decision to appeal their grade.

Advisor's Signature Date

Step#3: FACULTY MEMEBERS

The student will select one or two full-time faculty members to sit on the Academic Appeals Board. It is the student's option to select one or two. *Faculty members may decline to serve.*

Faculty Member #1: _____
Print Name Please

- I ACCEPT the request to serve as a member on the Academic Appeals Board.
- I DECLINE the request to serve as a member on the Academic Appeals Board.

Faculty Member's Signature Date

Faculty Member #2: _____
Print Name Please

- I ACCEPT the request to serve as a member on the Academic Appeals Board.
- I DECLINE the request to serve as a member on the Academic Appeals Board.

Faculty Member's Signature Date

RETURN COMPLETED FORM TO THE ACADEMIC AFFIARS OFFICE

The student must submit all petition materials to the Office of Academic Affairs within two weeks of submitting the intent to petition.

VPAA OFFICE USE ONLY

Vice President for Academic Affairs
Signature

Date

Comments:

ACADEMIC APPEALS BOARD USE ONLY

The Academic Appeals Board will submit their recommendation to the VPAA no later than the end of the twelfth week of the semester in which the petition was submitted.

- We recommend that the appeal request be APPROVED.
- We recommend that the appeal request be DENIED.

Chair of Academic Appeals Board
Signature

Date

Comments: