

Student Originated Request for Change of Grade

In accordance with Academic Policy AA-03-020 I am submitting this *Student Originated Request for Change of Grade*. I understand that this form must be filled out on a computer and printed out. No hand written requests will be accepted.

Deadlines: Appeals of fall semester grades must be submitted within the first two weeks of the following spring semester. Appeals of spring and summer semester grades must be submitted within the first two weeks of the following fall semester.

Student Details

Student Name: _____

Student ID Number: _____ Date of Request: _____

Course Information

Name of Course: _____

Catalog Course Number and Section (e.g., NAU 101-3): _____

Four-digit Course Number: _____

Is this an STCW course? Yes No

Semester and Year in which course was taken:

Fall _____ Spring _____ Summer _____

Instructor of Record: _____

STCW Assessor (if different from instructor of record): _____

Grade assigned: _____ Grade requested: _____

Reason for grade appeal (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Instructor Mistake | <input type="checkbox"/> Instructor Incompetence |
| <input type="checkbox"/> Instructor Bad Faith | <input type="checkbox"/> Instructor Unfairness |

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 and provide 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 that I have provided the instructor of record and/or involved assessor with a copy of this 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 in which you intend to provisionally enroll, using the course catalog number:

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 pre-requisites 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 but may impact current or future financial aid. I understand it is my responsibility to determine any potential financial impacts that may result from withdrawal from courses.

Signed: _____ Date: _____