Grade Adjudication Petition Form

This form must be filed with the associate dean or director of academic affairs of the college or campus offering the course no later than ten weeks following the end date of the course (as it appears in the schedule of courses).

Name: ___________________________  Date: __________________________

Address: ___________________________  Phone: __________________________

_________________________________________  Student Number: _________________

Course for which you believe an improper grade was assigned:

Course Name, Number and Section: ______________________________________________________

Semester:  Fall  Spring  Summer  Year: _________________________________

College/Campus: ________________________________________________________________

Grade received: _________  Instructor: _____________________________________________

Before filing a grade adjudication petition, you must first discuss grading practices and assignments with the instructor. It is expected that the student and instructor will try to eliminate any misunderstandings and will attempt to work out any disagreements over grades. You must also request mediation by the head of the academic program offering the course. Sign your name to certify you have done this:

_________________________________________  Date: __________________________

Certification from the head of the academic program offering the course that you have attempted to eliminate any misunderstanding over the assigned grade:

_________________________________________  Date: __________________________

Please explain the reasons why you believe your instructor has not followed the grading policy described in Faculty Senate Policy 47-20 or related Faculty Senate policies on grades:

Date Submitted: __________________________