

# Academic Grade Appeal / Late Withdrawal Form

When submitting a Final Grade Appeal or a request for a Late Withdrawal, you must complete all of the information requested below and attach all documents that support the request. Please note: your appeal may be delayed, possibly denied, if you do not attach the documentation pertaining to the 3 Steps in this form. All appeals must be submitted within 1 year of the posting of the grade.

## Step 1. Student and Course Information

Name of Student:

Student V#: V00

Home Address:

Email:

Phone:

**Please mark an X next to the appropriate statement below regarding your request.**

Requesting a retroactive (late) withdrawal

Requesting a change of grade from \_\_\_\_ to \_\_\_\_

**Include the following information for each course below:**

**Course Title, Course #, Section, Instructor, Semester, Year**

*Example:* Fundamentals of Chemistry, 1030, 001, Jane E. Doe, Fall, 2019

**A.**

**B.**

**C.**

**D.**

**E.**

**Were you receiving financial aid during the disputed semester?**

(Circle One) Yes / No

**All students have the option to appear before the committee when their cases are heard. Do you wish to make a personal appearance before the Committee?**

(Circle One) Yes / No

## **Step 2. Contacting Your Instructor(s)**

**Completed appeals must be received 2 weeks prior to the committee meeting date.**

Committee Meeting Dates

**Summer 23**

June 20<sup>th</sup> 10 AM

August 1<sup>st</sup> 10 AM

**Fall 23**

September 15, 2023

October 20, 2023

November 17, 2023

