

Directions:

1. Speak to a counselor in Building 1A, room 109 or room 112 (SEEK) before you write your petition.
2. If you are appealing grades of WU or FIN, you may pick up the grade change form at the HUB, building 2A, room 106. The professor must sign the grade change form before you can appeal the grade. You cannot use this form to appeal any academic grade, A through F.
3. Attach a statement that explains the reasons for the appeal using the guidelines below. Please make sure that your statement is as clear and legible as possible.
4. Obtain documentation to support your reasons. Petitions for grade appeals will be denied unless documentation is supplied.
5. Submit the petition to a counselor in Building 1A, room 109 or room 112 (SEEK).

Criteria for Readmission:

1. Evidence that the student can raise his or her overall GPA to 2.0 within a reasonable number of credits.
2. Documentation that a student has improved his/her academic performance. Such evidence might include attendance at another college or participation in a training program or other course of study.
3. Evidence that a personal crisis or issue has been resolved.
4. Students who have been out of school for an extended period of time are not required to show proof of academic performance at another school.

Criteria for Grade Changes:

To change a grade of FIN, the Registrar's attendance record must show excessive absences.

To change a grade of FIN or WU to a grade of W:

The student must show that an extraordinary, documented circumstance prevented him/her from seeing the instructor or formally withdrawing from the course.

Criteria for CPE Appeals:

Speak with the counselor who takes the petition for the criteria for approval of appeals.

Criteria for One Semester Extension on Remediation Dismissals:

The student must have completed appropriate interventions during his or her enrollment at the College.

The student must have a reasonable expectation of passing the assessment test by the end of the next semester.

Counselor Notes: