

### Instructor's Grade Change Release Form

Please use this form only if you are appealing a penalty grade of "X", "FIN", "WU", or "WN" from a prior semester. **Students can appeal WN grades received in Fall 2008-Summer 2009 ONLY.**

#### Important Information

- Academic grades {A-F or P} **cannot** be appealed through the Committee on Course and Standing.
- Once a baccalaureate degree is granted, the Committee on Course and Standing **will not change any grade.**

#### Instructions:

- Bring this form to the Registrar's Office (Bldg. 2A, Rm-107). The Office of the Registrar will verify the name of the instructor.
- Please contact the instructor for signature. *Computer Science, Modern Language and Psychology departments do not require an instructor's signature.*
- If you are filing for a medical withdrawal for current registration or the preceding semester: **you must submit this form signed by the instructor directly to the Registrar's Office** (Bldg. 2A, Room-107) after submitting medical documentation to the Health Center (Bldg. 1C, Room-112).
- **Graduate Appeal must include a statement from the student's Graduate Coordinator.** Please note that the Graduate Appeals Committee does not meet during the months of January, June, July and August.
- **If you are not filing for a medical withdrawal as described above, attach this to the petition form and bring your completed appeal packet to the Center for Advising and Academic Success (CAAS, Building 1A—Room 101).** They will forward your appeal to the Course and Standing Committee.

#### Please provide the following:

Date: \_\_\_\_\_ Emplid ID or SS#: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Name While in Attendance: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Instructor's Name (PRINT) _____			
Course _____	Section _____	Semester _____	Original Grade _____
Verified by Registrar _____		Date: _____	

I give permission to the Committee on Course and Standing to change the penalty grade of "X", "FIN", "WN", (Punitive Fall 2008-Summer 2009), or "WU" to a non-penalty grade of "W".

\_\_\_\_\_  
 Instructor's Signature

\_\_\_\_\_  
 Date

**This signature is valid for one year from date signed.**