

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 within five weeks of the beginning of the semester immediately following the semester in which the grade was received. (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:

Certification from the instructor that you have attempted to eliminate any misunderstanding over the assigned grade:

_____ 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: _____