



PETITION TO RECEIVE CHANGE IN GRADE

Grades which appear on the student's grade report at the end of the semester are considered final. Changes may be made only in exceptional cases outlined in the *Catalog*, pages 36-37. The deadline to request a grade change is the last day of the subsequent semester. **If a grade change is settled between the student and instructor, then a petition is not necessary; only a grad change submission from the instructor is required.**

1. Indicate your request.
2. **On the back of this page or on a separate piece of paper**, state specifically the reason for the request.
3. Obtain Academic Advisor and instructor's signatures for each class request.
4. Submit petition to the Registrar in the Administration Office.
5. Look for response to the petition in the mail.

I, _____, petition the Academic Committee of William Jessup University to grant the following request:

1. To receive a W grade after the official drop date in the following course or courses:
Policy: Students may officially withdraw from a class without penalty by submitting a drop card to the Registrar before the end of the tenth week of the semester.

Course _____ Term _____

Course _____ Term _____

Date of last attendance in class: _____

2. To receive a U (unofficial withdrawal) in the following course:
Policy: Students who fail to withdraw officially from class generally will be given an F for the class.

Course _____ Term _____

Date of last attendance in class: _____

3. To appeal grade received in the following course:
Policy: After final grades have been filed in the Registrar's Office, a grade in a course may be changed only by the course instructor. Appeals must be directed first to the instructor, then to the department chair, and to the Vice President for Academic Affairs. If the request remains unresolved at any of those levels, the student may file a grade grievance petition with the Academic Committee. The deadline to file an appeal is the last day of the subsequent term.

Course _____ Term _____

Student's Signature _____ Date _____

Instructor's Signature (s) _____ Date _____

Advisor's Signature _____ Date _____

For Office use only:
Petition Granted _____ Petition Denied _____

Official Signature _____ Date _____

\$25 processing fee