

GRADE PETITION FORM AA/12/9.03

Students wishing to dispute their semester grades have up to one month after the announcement of the grades to contact the School which offers the course and complete this form. This petition is examined by the Faculty Member, the Head of the Department and the Dean of the School.

The form should be submitted to the School and then to the Department of Academic Affairs together with a Change of Grade Form, if applicable.

STUDENT NAME	
STUDENT NUMBER	
PROGRAM OF STUDY	
SEMESTER <i>(Please tick where appropriate)</i>	<input type="radio"/> FALL 200.... <input type="radio"/> SPRING 200.... <input type="radio"/> SUMMER 200....
DATE OF PETITION	
COURSE CODE/TITLE	
FACULTY MEMBER NAME	
FINAL GRADE RECEIVED	
REASON FOR GRADE PETITION	

PLEASE RETURN THIS FORM TO THE DEPARTMENT OF ACADEMIC AFFAIRS

PLEASE TURN OVER ►

FOR INTERNAL USE

ACTION TAKEN BY THE FACULTY MEMBER

Briefly describe your observations after the discussion you had with the student.

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SIGNATURE OF FACULTY MEMBER DATE
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ACTION TAKEN BY THE DEAN OF SCHOOL/ACADEMIC DEAN/CAMPUS DIRECTOR

Briefly describe your observations after the discussion you had with both the student and the lecturer concerned. If finally you reach a decision to change the grade, please inform the lecturer that a Change of Grade form must be completed at the Department of Academic Affairs. Please complete and sign this form and return it to the Department of Academic Affairs.

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SIGNATURE OF HEAD OF DEPARTMENT DATE
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SIGNATURE OF THE SCHOOL DEAN/ACADEMIC DEAN/CAMPUS DIRECTOR
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DATE