

Office of the Registrar

Student Grade Appeal Form

INSTRUCTIONS: A grade inquiry may be initiated when the student believes the final grade assigned for a course is inaccurate. The student may petition on the grounds that the instructor did not follow published grading policies, that the grade was not correctly calculated, or that the process of grading was not applied consistently in the class. For grading matters pertaining to Honor Code violations, students must follow Honor Code procedures. Grades on assignments within a course may not be appealed. If discussion with the relevant instructor does not resolve the grade appeal, complete this form in careful detail and submit to the department chair in which the course was taught. If the department chair and instructor agree to a change of grade, the instructor will submit a Change of Grade form to the Registrar. If the petition is denied, the student may appeal to the Provost by turning this document and any other additional information that would justify a change in grade to the Registrar in Recitation Hall Room 21 or by email to registrar@wittenberg.edu.

Student Name:

_____ Last _____ First _____ MI _____ ID# _____

Email: _____ Phone #: _____

_____ - _____
Subject _____ Course # _____ Course Title _____ Semester/Year _____ Instructor _____

Explanation and Rational of Request:

Student's Signature _____ **Date** _____

Instructor Printed Name _____

Recommending to Grant Appeal Recommending to Deny Appeal

Instructor Signature _____ **Date** _____

Department Chair Printed Name _____

Recommending to Grant Appeal Recommending to Deny Appeal

Department Chair Signature _____ **Date** _____

OFFICE OF THE REGISTRAR USE ONLY

Petition to Provost Result? Approved Denied **Date:** _____

Date processed: _____ **Processed by:** _____