

Prairie View A&M University
Whitlowe R. Green College of Education

GRADE APPEAL

Date: _____

Name: _____ Student ID#: _____
(Last) (First) (M.I.)

Current Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ PVAMU Email: _____

Classification: Undergraduate Graduate

Major: Interdisciplinary Studies - Certification area: _____

Curriculum and Instruction - Concentration: _____

Reading Education Special Education Educational Administration

Counseling Educational Leadership Health Human Performance

Health Education Physical Education

Semester (circle one): Spring Summer Fall **Year:** _____

Course Name & No.: _____ **Professor Name:** _____

Please refer to all policies and procedures found in both the PVAMU catalog (<http://www.pvamu.edu/pages/231.asp>) and the appropriate department of Curriculum and Instruction handbook **before** writing your petition for a grade change.

Process for submitting a grade appeal:

1. Complete the grade appeal form.
2. Provide a typed explanation for reason(s) for this appeal. Your request will be reviewed by the Grade Appeals Committee.
3. Attach any supporting documentation which demonstrates the reason you feel justify your grade change request. You need to provide sufficient information upon which the Committee can render a decision.
4. Submit all supporting documentation to the department of Curriculum and Instruction (Delco Rm. 316) along with your grade appeal form.
5. Typically petitioners receive a response within one (1) week. You will be informed via your PVAMU email.

For Office Use Only

Date: _____ Signature: _____
College of Education Grade Appeal Committee Chair

Petition approved as requested (Grade change form submitted: _____)

Petition denied (Grade to remain the same)

Comments: _____
