

PETITION FOR AN EXCUSED GRADE

REGISTRAR'S OFFICE



In order to receive a grade of Excused, students with extenuating circumstances must petition the instructor and the Admissions & Standards Committee by submitting this form to the Registrar's Office by the end of the semester immediately following the semester for which the course grade was issued. A grade of Excused (E) will not be approved unless there are documented extenuating circumstances, such as illness, injury, or personal tragedy, that have affected the student's progress in the course. The student must state a specific reason for requesting an Excused grade and the instructor's recommendation must be recorded. The Admissions & Standards Committee will make the final decision and notify the Registrar.

STUDENT INFORMATION

_____ Last Name	_____ First Name	_____ Student ID Number
_____ Major/Minor		_____ Classification (Sr., Jr., So., Fr.)

COURSE INFORMATION

_____ Term/Year	_____ Course Number/Title	_____ Credit Hours
Reason for Request: _____ _____		

INSTRUCTOR

_____ Instructor's Signature	_____ Date	_____ Approved	_____ Denied
Instructor's Recommendation: _____ _____			

ADVISOR

_____ Advisor's Signature	_____ Date	_____ Approved	_____ Denied
Advisor's Comments: _____ _____			

ADMISSIONS AND STANDARDS COMMITTEE

_____ Chairman's Signature	_____ Date	_____ Approved	_____ Denied
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RETURN THIS FORM WITH DOCUMENTATION TO THE REGISTRAR'S OFFICE

OFFICE USE ONLY

_____ Date Entered	_____ By (initials)	_____ Notes
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