Columbus State University
Grade Appeal Form

Institutional policy stipulates that a grade of WF will be assigned by the Registrar when a student withdraws from a course after the W grade deadline as published in the academic calendar, or when the student has exceeded the allowable number of absences without officially withdrawing from the course. A student who has been assigned a grade of "F" (or other unsatisfactory grade) must request the instructor to change the grade to a "WF" before an appeal can be made. However, the instructor is not required to agree to the request.

PLEASE PRINT

Name _____ CSU ID# _____

Address _____
Street City State Zip

Students may appeal a grade if documentation of a non-academic hardship can be provided. **Appeals will not be reviewed without supporting documentation**. Examples of documentation can include, but are not limited to, instructor/advisor statement recommending approval of the appeal, letter from employer indicating job relocation, etc.

Please indicate the type of grade being appealed (please use one form for each semester):

- WF appeal (requesting grade change to W) ☐
- W appeal (requesting removal of grade from record) ☐

Term: _____ Course: _____ CRN: _____

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Term: _____ Course: _____ CRN: _____

Term: _____ Course: _____ CRN: _____

Please provide a brief explanation of the reason for the grade appeal (additional pages may be submitted):

_____

_____

_____

_____

_____

Instructor (or) Advisor Signature _____Date_____

Student Signature _____Date_____

The completed form along with supporting documentation should be turned into Enrollment Services, University Hall.

DO NOT WRITE BELOW THIS LINE

Academic Standards Committee Decision: _____ Date of Action: _____