



**B. Basis for requesting a change of grade, i.e., grade appeal**

~~The Committee on Academic Integrity will evaluate the merit of grade appeals arising out of~~

assertions of:

1. Instructor clerical or administrative error or mistake made in the process of transmitting a grade to the Registrar's Office

~~2. The grade was based on arbitrary or unjustified criteria~~

assigned grade is inappropriate, and second, the appropriateness of the grade requested. Thus

the responsibility for providing sufficient input to the committee to justify the change of grade requested by the student is to be borne by the student.

**F. Initiation of a grade change request**

To initiate a change of grade request, a student must direct a formal written request for change of

grade to the Chair of the Committee on Academic Integrity, Office of the Registrar, and

of the time scheduled for a meeting. It is the responsibility of the student to notify all witnesses

For recommendations involving STCW assessments, the Director of USCG Licensing shall also be copied. The Chair of the committee will retain the original summary and recommendation, along with all supporting documents, in a permanent committee archive.

14. ~~Once the committee has reached a decision that a grade should be changed, an assessment~~

# Student Originated Request for Change of Grade

## Student Details

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_

## Course Information

Name of Course: \_\_\_\_\_

Catalog Course Number and Section (ie. NA101-3): \_\_\_\_\_

Four Digit Course Number: \_\_\_\_\_

Is this an STCW course? Yes / No

Semester and year in which course was taken: Fall/Spring of \_\_\_\_\_

Instructor of Record: \_\_\_\_\_

STCW A-1000 (6.1) CC must then instruct the student.

Please attach the following documents:

was inappropriate. You must support your claim of instructor mistake/bad