

Students of any Washkewicz College of Engineering course who received a final grade that they dispute on the grounds of either: 1) a *computational error*, or 2) *non-uniform grading practices*, must submit a Grade Dispute Petition. The petition must be submitted no later than the last day of instruction for the semester immediately following the semester of registration of the disputed course (for example: the end of spring term for a grade dispute from fall term). For more detailed directives relate to the grade dispute policy, see the **Undergraduate Catalog**.

**Required Process:**

1. The student should first present the petition to the course instructor and seek to resolve the grade dispute.
2. If the student and instructor are unable to find a resolution, the instructor must prepare a written response, and the petition along with the instructor response should be presented by the student to the chair of the department offering the course.
3. If resolution is not reached through the mediation of the department chair, the petition should then be submitted by the student for review by College Petition's Committee.

*Should resolution be reached with either the instructor or the department chair, a Change of Grade form should be submitted, and this petition will not need to be submitted to the Petition's Committee.*

**Required petition components:**

- Completed Grade Dispute Petition form
- Typed statement from the student describing the circumstances related to the dispute, including any evidence of a computational error or non-uniform grading standards. Attach a separate statement and any supporting documentation
- Typed response from the instructor (on Page 2) or attach a typed memo
- Typed statement from department chair (on Page 2) or attach a typed memo
- Copy of course syllabus with clear notations regarding grading.

Name	CSU ID#
Street Address	City
	State
Phone	Zip
	Email

Course (department and course number, i.e. "ESC 151" \_\_\_\_\_) Instructor \_\_\_\_\_

Semester/Year of Course registration \_\_\_\_\_ Current Course Grade \_\_\_\_\_

Fall 20 \_\_\_\_\_  Spring 20 \_\_\_\_\_  Summer 20 \_\_\_\_\_ Proposed Course Grade \_\_\_\_\_

With my signature, I hereby authorize the Petition's Committee to review any pertinent records. I also affirm that to the best of my knowledge, the information provided on this form and the information attached (if applicable) accurately reflects the facts involved in this case.

\_\_\_\_\_

Student Signature
Date

Completed petitions should be turned into the Dean's Office in the College of Engineering. Petitions will be reviewed for accuracy and completion by the Advising Unit. Incomplete or inaccurate petitions will be returned to students along with additional instructions for completion. Complete and accurate petitions will be held for the next scheduled meeting. SUBMISSION of the petition DOES NOT constitute a guarantee of approval.

Student Statement (attach a separate sheet, typed)

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Instructor Response (typed)

Instructor Signature

Printed Name

Date

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Department Chair Statement (typed)

Chair Signature

Printed Name

Date

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For Dean's Office Use Only

Signature

Printed Name

Date