



REQUEST FOR GRADE REVIEW

This is not a Grade Revision form. This form allows you to formally request your course faculty to review your final grade due to an error in the course grade book, grade calculations, or grade submission. Please follow the Grade Review Policy & Procedures attached to this form.

STUDENT NAME: _____ STUDENT ID: _____
COURSE: _____ INSTRUCTOR: _____
SEMESTER _____ TERM: _____

GRADE ORIGINALLY

RECEIVED:

REASON FOR REVIEW: _____

The student acknowledges that Grade Reviews may only be considered for Grade Corrections **NOT GRADE IMPROVEMENT**. The course faculty will review your grades in the specified course and will make sure that their evaluation/calculations are correct. If there is a change in the grade, the course instructor will submit a Grade Revision form to the Office of Registrar.

Student Date

For FNU Personnel use only:

OUTCOME OF GRADE REVIEW

If change is required, the new grade is: _____

REASON FOR CHANGE: _____

Grade Revision Submitted **Yes** **No** **Date Submitted:** _____

**PLEASE RETURN THIS FORM TO STUDENT SERVICES.
A COPY WILL BE PLACED IN THE STUDENT’S ACADEMIC FILE.**

