

**NEW COLLEGE OF CALIFORNIA
TEACH OUT 2008**

STUDENT APPEAL FOR RE-EVALUATION OF GRADE

Students: Please type or print in ink the information requested on this form and submit the form to Faculty Member responsible for the course in question before May 30th, 2008 in order to facilitate consideration and decisions before the June 30th, 2008 of the Teach Out period.

Semester in which student was enrolled in course: _____

Course Number and Title of Course: _____

Student's name _____ Student's ID number: _____

Faculty Member responsible for course: _____ FM e-mail _____

Note: Student work submitted after the relevant semester has ended can only be evaluated if an INC grade already has been submitted for the course. Grades on transcripts can only be altered to correct errors of submission or entry. Use this appeal form only for extenuating circumstances.

Please describe reason for requesting a re-evaluation of a course grade.

Please attach graded copy of work in question.

Student Request: (Submit to Faculty Member in charge of course)

Please re-evaluate my grade for the above-mentioned course in the context of the reason for my request

Signature of Student _____ Date of request _____

Faculty Member Response:

- Re-evaluation Approved (grade altered to ___) Re-evaluation Approved (grade remains the same) Re-evaluation Denied

Signature of Faculty Member: _____ Date of Decision _____

CAO Review:

- Approved Returned to Instructor for more information Denied

Signature of CAO _____ Date of Decision _____

Registrar's Action:

- Completed request received: date _____ Grade Changed: date _____
 Grade remains the same: date _____ Instructor notified by e-mail: date _____

Signature of Registrar _____ Date of Completion _____