

E GRADE APPEAL FORM

Committee on Academic Standing

Full Name: _____ ID#: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Telephone#: _____

Curriculum Option (Certificate/Program): _____

Explanation of E Grade – An E grade is assigned by an instructor when a student has completed too little work for an earned grade (A, B, C, D, F). Usually students receive E grades because they did not attend class or stopped attending class but did not withdraw from the course by the official deadline.

A student may petition the Committee on Academic Standing to request that an E grade be changed to a W grade. This request should be filed only when students were prevented from withdrawing from a course officially due to circumstances beyond their control. (See *current Catalog Policies*.)

Petitions must be filed with four (4) semesters of the semester in which the E was received, not including Winter or Summer terms.

For assistance and to submit your completed appeal form, please contact:

Paramus (Pitkin Ed. Ctr.) – Center for Student Success
 Office location: Room A-118
 Phone#: 201-447-7211

Lyndhurst – Counseling Office
 Office location: Room 120
 Phone#: 201-301-8953

Clearly indicate the year, semester, and course information for the grade(s) being appealed. [Attach a copy of your transcript from WebAdvisor showing the E grades.]

<i>Course (ex – THR 101)</i>	<i>Section (ex – 001)</i>	<i>Semester Taken (ex – 2014sp)</i>

Reason for Petition: Since E grades can be avoided by withdrawing officially from a course, you must specifically address your reason for not meeting this deadline. Appropriate documentation is required and must be attached. If additional space is required, please attach sheets.

Student Signature: _____ **Date:** _____

COMMITTEE ACTION OFFICIAL USE ONLY

Granted: _____ Denied: _____ Table: _____

COMMENTS: _____

Signature: _____ **Date:** _____