Change of Grading Method Appeal

After grading method change deadline

Submission of this appeal does not guarantee that the appeal will be granted

Complete and submit this form to the Registration Help Center: in person, via fax at (507)389-5719 or scan and e-mail to registration@mnsu.edu. Mailing address: 132 Wigley Adm. Center, Mankato, MN 56001

If approved by the Office of the Registrar and Academic Affairs, and you have no holds on your account, we will make the requested changes to your registration. You will be notified by email. Please check your registration on E-services to confirm that your requested registration change(s) are correct.

Name_____________________________________________ (Undergrad/Grad. Student)
Student ID#: __________________________
Phone: __________________________
Email: __________________________

FALL 20____ SPRING 20____ SUMMER 20____

- REQUIRED: A brief written statement of support on Official Department Letterhead from each course instructor to verify your attendance/participation in the course.
- If this course has ended and there is a need for grade change it is required that you (the student) contact the course instructor to submit the grade.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Dept.</th>
<th>Course/Sec #</th>
<th>Credits</th>
<th>Grading Method</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________</td>
<td>____</td>
<td>_________</td>
<td>_______</td>
<td>_____________</td>
<td>_____________</td>
</tr>
<tr>
<td>_________</td>
<td>____</td>
<td>_________</td>
<td>_______</td>
<td>_____________</td>
<td>_____________</td>
</tr>
</tbody>
</table>

Explain your reason for requested action. (Use additional sheets if necessary)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student’s Signature __________________________ Date ____________

*FOR OFFICE USE ONLY*

Verification attached_____ Date ____________ Initials __________

Approved _____ Denied ____________

Office of the Registrar __________________________ Date

A member of the Minnesota State Colleges and Universities System. MSU is an Affirmative Action/Equal Opportunity University. This document is available in alternative format to individuals with disabilities by calling the Office of the Registrar at 507-389-6266 (V) or 800-627-3529 (MRS/TTY). REG April-16