

# 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](mailto: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.

<u>Course ID</u>	<u>Dept.</u>	<u>Course/Sec #</u>	<u>Credits</u>	<u>Grading Method</u>	<u>Course Title</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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

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\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**\*FOR OFFICE USE ONLY\***

Verification attached \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

\_\_\_\_\_  
Office of the Registrar

\_\_\_\_\_  
Date