



BAR CODE

E GRADE APPEAL FORM

Committee on Academic Standing

Name: _____ ID #: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Email Address: _____

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 within 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 – A 118
Phone number – 201-447-7211

Lyndhurst- Counseling Office
Office location – Rm. 120
Phone number – 201-301-8953

[Link]

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.]

Course (ex - THR 101)	Section (ex - 001)	Semester Taken (ex - 2014sp)

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

TABLED

COMMENTS: _____ DATE: _____

SIGNATURE: _____ DATE: _____

[Last revised/reviewed date]