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.]

<table>
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<th>Course (ex – THR 101)</th>
<th>Section (ex – 001)</th>
<th>Semester Taken (ex – 2014sp)</th>
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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:____________________