



Submit completed form along with supporting documentation to studentpetitions@mga.edu

This form is not to be used for medical or hardship purposes. An example for uses of this form would be: Having a grade for a class that you never attended. F to W, or WF to W. All burden of proof will be on the student.

- Type of grade change requested: [ ] WF to W, [ ] F to W, [ ] 100% Drop

Please Print

Name \_\_\_\_\_

MGA ID 983- \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Major \_\_\_\_\_

Daytime Phone \_\_\_\_\_

MGA E-mail \_\_\_\_\_

Today's Date \_\_\_\_\_

Alt. E-mail \_\_\_\_\_

Justification for grade change request: \_\_\_\_\_

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

Date \_\_\_\_\_

Subject and Course Number (ex. ENGL 1101)	CRN	Faculty Name	Date Last Attended (To Be Completed by Provost Office)

**For Office of the Provost Use Only:**

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Approved \_\_\_\_\_ Date \_\_\_\_\_  
Associate Provost

Denied \_\_\_\_\_ Date \_\_\_\_\_  
Associate Provost

*After the Associate Provost **approves** the grade change/removal, all documentation is forwarded to the Offices of the Bursar, Financial Aid, and Registrar for evaluation. After this is complete, a notification will be sent to the student by U.S. mail.*

*If the Associate Provost **denies** the appeal, the decision will be sent to the student by U.S. mail.*

**This process may take up to 10 business days.**

**Date Documentation sent to Bursar:** \_\_\_\_\_

Date Received by Provost Office \_\_\_\_\_