



**GRADE VERIFICATION**

*This form is optional for you to complete after a drop or withdrawal has been processed after the no-penalty drop deadline. It will only be honored if a drop or withdrawal has already taken place. This Grade Verification Form is not a substitute for a Change of Schedule or Withdrawal Form.*

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
M- Number

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Date

Your drop or withdrawal was processed after the no-penalty drop deadline had passed. Therefore, your instructor(s) must assign grades of W or F. These grades will officially be assigned on grade rosters produced at the end of the semester.

If you wish, you may request your instructors to indicate on this form what grades you should expect to receive on your grade report. Each instructor should indicate a grade of W or F, then sign and date the form. A W indicates that the course was dropped without penalty and that the student was doing passing work at the time of the drop. An F indicates a failing grade for the course and is calculated into the grade point average.

If your grade report reflects a different grade than what the instructor indicated on this form, you may appeal to the instructor for a grade change. Appeals must be made in writing and requested prior to the end of the first semester of enrollment following the assignment of the grade. This form should be provided to the instructor as your basis for the appeal.

I, \_\_\_\_\_, understand that the purpose of this form is to facilitate communication with my instructor regarding my grade and **this Grade Verification is only valid if I have already officially dropped or withdrawn according to University policy. Instructors do not drop or withdraw students. All students must drop or withdraw themselves.**

TO BE COMPLETED BY STUDENT:

TO BE COMPLETED BY INSTRUCTOR:

COURSE CODE	COURSE NUMBER	SECTION NUMBER	GRADE	INSTRUCTOR SIGNATURE	DATE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**THIS FORM SHOULD BE KEPT BY THE STUDENT FOR INFORMATION PURPOSES**