

GRADE PETITION FORM

Students wishing to dispute their semester grades have up to one month after the announcement of the grades to contact their School and complete this form. This petition is examined by the Faculty Member, the Head of the Department of the course (not of the student) and the Dean of the School.

PART I: TO BE COMPLETED BY THE STUDENT

Student Name: Student ID:

Programme of Study:

Telephone #: Email Address:

Semester (*Please tick where appropriate*): FALL 20..... SPRING 20..... SUMMER 20.....

Course Code/Title:

Final Grade Received:

Faculty Member teaching the course:

Please state your reasons for the petition:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Student Signature: Date:





PART II: ACTION TAKEN BY THE FACULTY MEMBER

Briefly describe your observations after the discussion you had with the student.

.....
.....
.....
.....
.....
.....
.....

Signature of Faculty Member: Date:

PART III: ACTION TAKEN BY THE HEAD OF DEPARTMENT

Briefly describe your observations after the discussion you had with both the student and the faculty member. Please complete and sign this form and then send it to the School Dean.

.....
.....
.....
.....
.....
.....
.....

Signature of Head of Department: Date:

PART V: ACTION TAKEN BY THE DEAN OF SCHOOL

Briefly describe your observations after the discussion you had with the student, the faculty member and Head of Department. Please complete and sign this form and return it to the Department of Academic Affairs.

.....
.....
.....
.....
.....
.....
.....

Signature of the School Dean Date

UNIVERSITY OF NICOSIA Office Use Only

Received by: Date:

Posted by: Date:

Remarks: