



**Middle Georgia**  
State University

# Middle Georgia State University

## Student Petition: *Grade Change Request*

Submit completed form along with supporting documentation to [studentpetitions@mga.edu](mailto: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.** Approval of this petition may result in adjustments to your financial aid offer and/or your student account. Petitions submitted for issues that occurred more than one year ago will not be reviewed.

**Type of grade change requested:**

WF to W

F to W

Please Print          100% Drop

<b>Name</b>	<b>MGA ID</b>
<b>Address</b>	<b>City/State/Zip</b>
<b>Major</b>	<b>MGA E-mail</b>
<b>Daytime Phone</b>	<b>Alt. E-mail</b>
<b>Term</b>	<b>Year</b>

**Student Section:**

Justification for grade change request

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

Student's Signature

Date

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

Comments

Date Received by Provost Office

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**Approved**

**Date**

**Denied**

**Date**

Associate Provost

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.*

**Date Documentation Sent to Office of the Bursar:**