Physics 23 Course Decision Appeal Form

Instructions:

1. Use this form to appeal a course policy or decision which impacts you. Type or write clearly using complete sentences. Any appeal not involving the final exam should be submitted before the end of the last recitation of the semester. Timely submission of your appeal will increase its probability of success.

2. Your justification should be brief and to the point.

3. All graded course elements provide for dropping low scores. Course policy of dropping lowest scores is intended to accommodate students who experience an emergency situation beyond their control. Dropping lowest scores is not intended to compensate for poor performance or lack of preparedness.

4. Digitize your completed Appeal Form by scanning it in PDF, BMP, or JPG format. Verify that it is viewable on the standard computers in campus CLCs (http://edtech.mst.edu/clc). Email the digitized image to the course’s Professor-in-Charge. The entire Physics 23 faculty will make a timely decision on your appeal. Your recitation instructor will inform you of the decision by e-mail.

Your Name (printed): _______________________________ Rec Sec (RSD) Letter: ____
Your E-Mail Address: _______________________________ Rec Sec Instructor ________
Your Student ID: _______________________________

The specific course decision or policy about which you are appealing: (not already encompassed by policy of dropping lowest score in each category)

Reason or justification for appeal (please attach sufficient evidence and documentation):
Minor illness, lack of preparation, “I did poorly on one exam and had a family emergency at the time of another,” oversleeping, “I had a job interview,” etc., are NOT reasons for filing an appeal

Your Signature: ________________________________________ Today’s Date: ___________