

COVID-19 SC/UC REQUEST TO RECOVER GRADE FORM

ATTENTION ADVISOR AND STUDENT: This form is to be completed by the student their Advisor. The Advisor should consult with the Registration office to assure that the original grade earned was at least a grade of D. The student will need to sign the form and provide documentation (to the Advisor) to support the reason for the request to recover the grade. The Advisor will submit the completed and signed form to the Registration office, DS120 or through Secure Upload (found on Registrar's Office Forms page).

STUDENT NAME: _____ ID#: _____
Last First

MAJOR: _____

COURSE FOR WHICH RECOVERY OF ORIGINAL LETTER GRADE IS REQUESTED:

Course #	Course Title	Credit Hours
Course #	Course Title	Credit Hours
Course #	Course Title	Credit Hours

Please indicate which of the following is the reason for the grade recovery request:

- The course is required in the student's major
- The letter grade is required for graduation
- The grade is required by a graduate or professional school
- The grade is required by Accreditation
- Other: _____

ADVISOR'S NAME: _____

ADVISOR'S SIGNATURE: _____ DATE: _____

STUDENT'S SIGNATURE: _____ DATE: _____