

Petition to Submit Late Grades Form

Facilitator requesting: _____

Class Title (including four digit number): _____

Student(s) whose grades would be changed: _____

Starting date of class: _____

Mode of instruction: (online or face to face): _____

Original end date of class instruction: _____

Date by which grades were initially due: _____

History of due date extensions that were previously given (if applicable): _____

Detailed explanation of why this particular request to re-open a closed class grade should be granted. Include all circumstances which the Facilitator feels has a bearing on this case:

Submit this form by e-mail to:

Registrar (registrar@iteeg.org)

Dean of Faculty (deanoffaculty@itee.university)

Dean of Students (deanofstudents@itee.university)

One e-mail message should be sent simultaneously to all three addresses.

The decision of this committee concerning this petition will be final.

Notes: fill out the form in detail. If questions arise while filling out the form, ask for guidance. It is perfectly acceptable to complete the form as document to attach to an e-mail, or to simply provide all of the above information in the body of the e-mail message. Be sure to include ALL of the needed information. Incomplete or missing items may result in denial of the petition.