

Classification and Grades Appeal

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Student ID Number

Last Term Attended: _____
Semester Year

Last Name First Name Middle Name

State the Problem:

Reason the Problem Occurred:

Requested Solution:

Documentation: Documentation is usually required to support your claims. Documentation may include, but is not limited to memos from faculty or advisors, doctor's excuses, court orders, obituaries, letter from registrar of another institution regarding enrollment, etc.

Contact information:

Phone: (_____) _____ - _____

Email: _____

Address:

Signature: _____
Signature Date

Return to:
Office of the Registrar
410 Neville Street
Beckley, WV 25801