



Revised: 1/9/20

Office of Student Financial Aid & Scholarships

OFFICE USE ONLY

Financial Aid Grade Report

Student Name: _____ NSHE ID: _____

SECTION 1: GENERAL INFORMATION

This form is for students with a pending financial aid appeal on file whose current-semester progress is requested by the Financial Aid Appeals Committee. A separate form (completed by the course instructor) must be submitted for each course in which the student is currently enrolled. Completion or alteration of Sections 3 and 4 by anyone other than the course instructor will result in automatic, permanent appeal denial, and a referral to the Office of Student Conduct.

SECTION 2: STUDENT CERTIFICATION

I certify that I have read and understand the information provided in Section 1. I further understand and agree that course instructors may be contacted, without notice to me, for clarification, additional information relevant to the appeal, and verification of information provided. I understand that if I, or anyone other than the course instructor, completes or alters Sections 3 or 4 on this form, my appeal will be automatically, permanently denied.

Student Signature: _____ Date: _____

SECTION 3: COURSE INFORMATION (to be completed by course instructor only)

Please provide all information requested below, to the best of your ability, as of the date you are filling out this form. If any of the information is not applicable to your course, write "N/A." If any clarification, comments, or special provisions should be considered, provide details in the space provided for comments at the end of each section, or provide a letter of explanation. You may choose to include a copy of your course syllabus, however this is not required unless the appeals committee has specified so to the student.

Instructor Name: _____ Course Name/Number: _____

Email Address: _____ Phone Number: _____

<u>Category</u>	<u>Total Points Earned</u>	<u>Total Points Possible</u>	<u>Category Grade (or percentage)</u>	<u>Comments</u>
Attendance:				
Participation:				
Assignments:				
Essays/papers:				
Projects:				
Presentations:				
Quizzes:				
Tests/exams:				
Overall Grade:	N/A	N/A		

SECTION 4: INSTRUCTOR CERTIFICATION

I certify that I am the instructor for the course listed in Section 3, and that the student's grades provided above are accurate as of the date this form is signed. I understand and agree that I may be contacted, without notice to the student, for clarification, additional information relevant to the appeal, and verification of information provided.

Instructor Signature: _____ Date: _____