AMDA

The American Musical and Dramatic Academy
New York // Los Angeles

FINAL GRADE INQUIRY FORM

Students requesting a further evaluation of a final course grade may initiate a grade inquiry by submitting this form. Inquiries must be made within (2) two weeks after the end of the semester.

Procedure:

1. Complete the Student Information Section and Sign.
2. Form must be submitted to the Education Department within **TWO WEEKS** after the semesterôs end.
3. The Education Department will investigate and respond to the student directly.

Student Information: Please Print

Student Name: | Student ID #:

Last First

Student Phone: _____ Email: _____@amda.edu

Course Title: | Grade Received: | Section:

Semester for grade in question: *(please check appropriate box)*
❑ Fall ❑ Spring ❑ Summer Year: 20_____

Todayôs Date:

Name of the Instructor:

Reason for Request (be specific):

_____

_____

_____

_____

Studentôs Signature: _____ Date: _____

For the Course Instructor:

Participation		pts/ %
Personal Growth		pts/ %
Attendance		pts/ %
Prof Commitment/Attitude		pts/ %
Other *(if applicable)*		pts/ %

Midterm		pts/ %
Final		pts/ %
Other *(if applicable)*		pts/ %

TOTAL pts/ %	
Final Grade	

Instructorôs Signature: _____ Date: _____

Instructorôs Name: please print: _____

For the Education Department:

Grade Status: ❑ Unchanged ❑ Changed: Revised Grade:

Education Dept: Processed by: Date: