

National Park College

Request for Academic Record Review

From the NPC Academic Catalog: Any student who feels a grade has been recorded in error has until the end of the following semester, excluding summer sessions, to notify the Registrar's Office.

STUDENT NAME: _____ NPC ID: _____

MAILING ADDRESS: _____

HOME PHONE: _____ CELL OR WORK PHONE: _____

Please describe your concern and the action you want taken (include as many specifics as possible, such as the semester and year a course was taken, course title, instructor name, etc.):

Attach any supporting documents such as copies of registration or drop forms, medical records, or instructor notations. Submit to the Registrar's Office for review. You will receive written notification of the decision.

By submitting this form I certify that the information on this form is true and correct.

If unable to submit form online: please print, sign, and return to NPC Registrar.

Signature: _____ Date: _____

-----below for office use only-----

REGISTRAR'S OFFICE FINDINGS: _____

FINAL RECOMMENDATION:

Withdraw Expunge Refund Tuition Refund Fees Request Denied

Other: _____

Registrar's Signature

Date