

# Grade Appeal

Student ID: \_\_\_\_\_

For office use only

This form is intended for students requesting the review of a final grade in the event that the grade was calculated in error or not evaluated solely on the basis of academic standards. It must be submitted no later than 30 calendar days after the grade in question is posted.

**Prior to submitting a Grade Appeal form**, the student is encouraged to meet with faculty to attempt to reach a mutually agreeable solution.

Tech ID# \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Indicate the Instructor Name:

2. Indicate the Course Subject, Number and Title:

3. Select the rationale for your appeal:

- A calculation error occurred resulting in assignment of an inaccurate grade
- A grade was assigned that was inconsistent with the written grading standards as stated in catalog, course syllabus, or student handbook
- A grade was assigned based on prejudiced or capricious evaluation

4. Provide up to a one-page statement describing your situation in detail along with relevant supporting documentation. Appeals submitted without a letter and/or supporting documentation will be denied.

Submit completed form and all required document to the Admissions & Financial Aid Office,  
Room 1300 or email it to [student.records@saintpaul.edu](mailto:student.records@saintpaul.edu).

## INTERNAL USE ONLY

- Denied
- Approved

Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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