

UPDATED STUDENT REQUEST FOR REVIEW OF GRADE
GRADE APPEAL FORM

Please complete this form attached with your rationale and documentation.

Name _____ Student ID No. _____

Address _____

Phone: _____ Semester: _____

Course/Section: _____ Instructor: _____

Basis for Grade Appeal: The student must demonstrate that the final grade was assigned as a result of (Please check all that apply):

- ___ A computational error
- ___ Grading criteria were applied in a manner that treated the student differently than others in the same course and section.
- ___ Unreasonable or unannounced changes made to the assignments, grading criteria or computational process.
- ___ A grading decision made on some basis other than the student's academic performance.

Documentation must include: 1) a rationale that addresses **each** criterion checked and 2) the course syllabus and all graded assignments. Provide any additional supporting documentation or information as needed.

Compute your grade according to the grading system described in the course syllabus. Note your grades on tests, quizzes and papers, and evaluate your attendance and participation.

Grade received: _____ **Expected Grade*:** _____

* Explain why you expected this grade in your rationale.

Signature _____ Date _____

Note: The grade appeal form must be submitted no later than 15 calendar days after the first official day of classes in the semester following the one in which the grade was received.

Please return this form and documentation to:

Academic Affairs Office
Saint Joseph's College
278 Whites Bridge Road
Standish, ME 04084-5263

Or email form and documentation to:

academics@sjcme.edu

Questions about the grade appeal process should be directed to the Academic Affairs Office at (207) 893-6643 or academics@sjcme.edu