

The complete Grade Appeal policy is available in the Bulletin: bulletin.hamline.edu

A. Student to Complete this Portion (please print)**Student Information:**

Name (last, first, middle): _____ Hamline ID: _____

Hamline Email: _____ Phone: _____

Student Signature: _____ Date: _____

Course Information:

Instructor's Name: _____

Term: Fall Winter Spring Summer Year: _____

Subject Code	Course Number	CRN	Course Title

Information Regarding Meeting or Communication with Instructor to Request Grade Change:

Date of Meeting or Communication with Instructor: _____

Outcome of Meeting or Communication with Instructor: _____

Reason for Grade Appeal:

- I have been assigned a course grade on the basis of something other than my performance in the course; or
- My course grade is based upon standards that are significant, unannounced and unreasonable departures from those standards articulated in the course description or standards otherwise clearly conveyed to students in the course.

Describe Basis for Appeal: _____

- I have attached all material relevant to my request for a grade appeal.

Return this completed form to your appropriate dean's office.