

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

Return this completed form to the course's Division Chair. If the instructor is the Division Chair, return the form to the Provost's office.

Part 1: Student to Complete this Portion (please type or print)**Student Information:**

Name (First, Last):	Hamline ID:
Email:	Phone:

Course Information:

Instructor's name:	
Term: ☐ Fall ☐ Spring ☐ Summer	Year:
Course number:	
Course title:	

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 syllabus or standards otherwise clearly conveyed to students in the course.

Describe Basis for Appeal:

--

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

Date of meeting or communication with the instructor:
Outcome of Meeting or Communication with Instructor:

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

Sign in ink, or draw your signature with a mouse or touchscreen device. Typed signatures are not accepted.

Student Signature:	Date:
--------------------	-------