

Saint Louis University
Academic Records Revision
Grade Change

Form
#42

Section 1
Student & Semester

State in clear and concise sentences why a Grade Change is being submitted.

Section 2
Student Justification

revision.

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Section 4
Acknowledgements

I understand and acknowledge that:

- ! Students must initiate a grade appeal within 90 days of the date that the course grade was posted. ! Exception: Graduating students must initiate a grade appeal within 30 days of the date that the course grade was posted.
- ! Final grade appeals follow the procedures of the college/school of the course. ! In cases of cross-listed courses the procedures of the college/school of the primary department of the course are followed.
- ! The grade appeal process must be resolved within one calendar year of the initiation of the appeal. ! Exception: The grade appeal process for graduating students must be resolved within 30 days of the initiation of the appeal.

Student Signature

Date

Section 6
Approvals

Current Grade

Requested Revised Grade

Instructor Name

Signature

Date

Form Procedures

1. Student completes sections 1 and 2.
2. Student acknowledges conditions and policies related to a grade change appeal in section 4.
3. Instructor justification for a revision of grade in section 3.
4. Instructor requests revised grade and approves via signature in section 5.
5. Student submits petition Student submits petition to the Dean of their College/School or Director of their Center along with the Petition for Revision of Academic Record.