



# Petition for Grade Appeal

Undergraduate Academic and Scholastic Standards Faculty Committee

**General Information:**

Only you, the affected student, may challenge or appeal a grade which you feel is improper or incorrect. You have twelve months from the date the grade was assigned and recorded in your records to complete the appeal process.

**To initiate the appeal, you must complete the following steps:**

1. Complete this Petition for Grade Appeal Form.  
Discuss the situation with the instructor who gave the grade. If the matter is not resolved to your satisfaction, you may appeal to the instructor's immediate supervisor (usually the department chairperson, although some departments will have an intermediary step, a program director).
2. Provide the responsible department chairperson with a written summary of the situation and a detailed, specific statement of what you want. If the matter is not resolved to your satisfaction by the department chairperson, you may appeal to the Scholastic Standards Committee, a faculty committee.
3. Provide the Scholastic Standards Committee chairperson with a written summary of the situation and a detailed, specific statement of what you want. The Committee recommendation will be forwarded to the Provost for appropriate action.

Note: Please get all signatures on this form in the appropriate place before the Standards Committee will take any action. Upon receipt of this form, the Standards committee chair will schedule your appeal time and date. The Chair of the committee will not participate, influence, or vote on the appeal.

Name: \_\_\_\_\_  
Last First Middle Initial Student ID

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

Note: Student must provide updated degree plan and transcript (may be unofficial). An incomplete or unclear petition will delay consideration of your request.

Semester and Year: \_\_\_\_\_ Course prefix and #: \_\_\_\_\_ CRN: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Email: \_\_\_\_\_

1. Explain which academic grade you want to appeal. Be specific: (Please refer to the policy in the Catalog)  
(Please attach an additional page with all your documentation attached)

2. Rationale for request.  
(Please attach an additional page with all your documentation, and what you want)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Follow the appeal guidelines as stated in Northern's current Catalog. If the Department Chairperson denies appeal request, contact the Faculty Standards Committee Chair and request an appeal hearing. All communication must be in writing and the decision of the committee is final.

_____	_____	Appeal Granted
Instructor Signature	Date	Appeal Not Granted
_____	_____	Appeal Granted
Program Director	Date	Appeal Not Granted
_____	_____	Appeal Granted
Department Chair	Date	Appeal Not Granted

Note: All grade appeals begin with the completion of this form.  
This original form will be securely filed by the standards committee chair in the Office of The Registrar