

**METROPOLITAN STATE UNIVERSITY OF DENVER
PETITION FOR GRADE APPEAL**

Student Name **Student Number**

E-Mail Address: _____

Street **City** **State** **Zip** **Home Phone** **Work Phone**

Course Prefix **Course Number** **Course Title**

Call Number **Term/Year** **Instructor**

I have read the grade appeal policies and procedures and understand that it is my responsibility to insure that all steps and deadlines are met and all materials supporting my Petition are submitted including a statement of rationale addressing one or more of the criteria necessary for the formal appeal process.

Student Signature **Date**

The Petition for Grade Appeal is due to the Office of the Dean of the School in which the course was offered by the end of the last day of the fifth week of the semester following the assignment of the disputed grade.

The Grade Review Committee will not conduct a reevaluation of the student's work, and will not change the grade of an individual assignment.

Only grade appeals based on one or more of the following criteria will be considered.

1. The course grade was assigned on a basis other than performance in the Course.
2. The instructor used standards that were different from those allowed for other students in the same class, or different from those allowed in departmental or school policies if specific departmental or school grading policies exist.
3. A substantial and unannounced departure from the instructor's previously articulated standards was used in assigning the grade.
4. A permanent "F" has been assigned and the student wishes to appeal.

Please attach a statement with a rationale explaining why and how you believe your appeal meets one or more of the three criteria.

In addition to the statement, please attach copies of:

- 1) A description of what occurred during the informal resolution process;
- 2) Copies of all graded materials from the course that are in your possession;
- 3) Any relevant documents you would like to be reviewed as part of the appeal process;
- 4) A copy of the course syllabus.

This appeal was received in the dean's office on _____ by _____.