

Saint Louis University
Academic Records Revision
Grade Change

Form
#42

Section 1
Student & Semester

Student Name

Student ID

Phone #

Email

Semester (fall/winter/spring/summer and year)

Course Reference Number (CRN)

Course Subject/Number/Section

Section 2
Student Justification

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

Section 3
Instructor Justification

State in clear and concise sentences the support for a grade change and academic records 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 to the Dean of their College/School or Director of their Center along with the [Petition for Revision of Academic Record](#).