Request for Course Grade Review

Grading is the sole prerogative of the instructor. The grade review process is limited to the following:
- A numerical or clerical error in the calculation of your course grade; OR
- A departure from the method of grade calculation described in the syllabus.

A course grade review must be requested prior to the end of the semester following the course grade in question.

Process for a Course Grade Review:
1. The first step in requesting a grade review is to discuss the issue with your instructor. Contact your instructor either in person or via email. Office hours are posted next to faculty office doors and are listed in the course syllabus.
2. If your course grade review concern is not resolved by meeting with your instructor, complete this form and submit along with any back-up documentation to Academic Affairs, C2113, or electronically to academicaffairs@normandale.edu.

Please complete ALL requested information & print legibly.

Last Name: ___________________________ First Name: ___________________________

Student ID: ___________________________

Phone: ___________________________ (home) ___________________________ (cell)

Normandale E-Mail: ___________________________ @my.normandale.edu

Normandale will ONLY utilize Normandale email for communication.

Course Name: ___________________________ Course # & Section #: ___________________________

Name of Instructor: ___________________________ Semester: ___________________________

Student Signature: ___________________________ Date: ___________________________

Please respond to the following questions:

1. Have you spoken to your instructor outside of class regarding your concern? YES NO
2. Was there a departure from the method of grade calculation described in the syllabus? YES NO
3. Was there a numerical or clerical error in the calculation of your grade? YES NO

Please describe:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please use additional sheet if necessary.
Discuss concern with instructor.

Concern resolved?

No

Complete **Course Grade Review Form** and submit it to the Academic Affairs Office C2113

Receive response from Dean within 15 class days.

Concern resolved?

Yes

No

Submit **Course Grade Review Form** and all other relevant documents to the Academic Affairs Office C2113

VP of Academic Affairs communicates decision within 15 days of receipt of appeal.

Decision process complete

Note: The decision of the Vice President of Academic Affairs is final.