



SAINT ANTHONY
COLLEGE OF NURSING

Formal Academic Appeal

Name:	SACN ID:
Email:	Date:
Course # & Name:	
Course Faculty or Course Coordinator:	
Term & Year:	Grade Received & Date Posted:

The SACN student appeal process provides a forum for fair resolution of disagreement related to grades. A grade dispute occurs when students receive a final course grade that they believe is the result of the faculty member who graded arbitrarily, capriciously, or in a discriminatory manner.

Appeals are only considered when they meet one or more of the following criteria. Please indicate which of the following criteria are being used as the basis of the appeal.

- ___ Faculty member violated the terms of the syllabus.
- ___ Faculty member made an error in calculating or recording the grade.
- ___ Faculty member graded arbitrarily, capriciously or in a discriminatory manner.
- ___ Other, please concisely state criteria violated.

Attach a word processed or typed document which explains:

- How the faculty member departed from the stated criteria for determining the course grade.
- How you perceived being treated and/or graded differently from other students in the same course.
- All previous action, including meetings with involved faculty, to try and resolve the course grade dispute.

Attach documents and/or other details which support your request for academic appeal.

Submit the entire packet to the academic program Dean within 7 business days of the official grade posting.

Received by _____ on _____