

**THE PETROLEUM INSTITUTE  
STUDENT ONE-STOP SHOP (SOS)**



**Grade Appeal Form**

A student may appeal a final grade if he/she believes that an instructor has applied inappropriate criteria in evaluations and/or that an instructor has unfairly interpreted the student's work in light of stated criteria. Grade appeals must be objective in nature and based on evidence. Duly completed form should be submitted to the SOS no later than the first day of classes of the next regular semester for which grade was assigned.

**TO BE COMPLETED BY THE STUDENT**

<b>Student ID Number</b>	<b>Name (First, Middle, Last)</b>	
<b>Major</b>	<b>College Level</b>	<b>Academic Standing</b>
<b>Course Code &amp; Number</b>	<b>Course Title</b>	
		<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer    Year: _____
<b>Instructor Name</b>	<b>Grade Assigned</b>	<b>Semester Taken</b>

Please describe in detail the basis of your grade appeal and the remedy you are seeking. Approach a Counselor if you need assistance and attach all relevant documentation to support your appeal. In case you need more space to write details, please use additional sheets.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

Student is required to discuss his/her appeal with the instructor before requesting a review of the grade by the Appeals Committee.

**TO BE COMPLETED BY THE INSTRUCTOR OF THE COURSE**

This is to confirm that the student has discussed his/her appeal case with me.

\_\_\_\_\_  
 Instructor's Signature

\_\_\_\_\_  
 Date of Conference

Internal Note: SOS Assistant will forward the completed form to RO Representative.