

# Grade Appeal



Submit this form after informally attempting to resolve concerns about a final grade assignment with your instructor. Appeals must be submitted within 30 days after the end of the semester in which the grade was assigned. For assistance in completing this form, contact Counseling Services (Student Success Center Suite 190 or 763.576.7860) or Enrollment Services (Suite 117 or 763.576.7710).

Name: \_\_\_\_\_ Student/Star ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Course Subject & Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Grade Assigned: \_\_\_\_\_ Grade Requested: \_\_\_\_\_

**Select the rationale for your appeal:**

Instructor made an error in calculating or recording a grade

Instructor's grading procedure was inconsistent with course outline, syllabus, or College policy

Instructor demonstrated bias in grading

Other: \_\_\_\_\_

**Provide the rationale for your appeal and attach supporting documentation:**

**Statement of understanding:**

I worked with the instructor to resolve this grading issue prior to submitting this form.

I declare the information I have provided and all supporting documentation is correct and complete to the best of my knowledge.

I understand that purposeful misrepresentation of my situation constitutes academic dishonesty and may make me subject to disciplinary action.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed form to [aaffairs@anokatech.edu](mailto:aaffairs@anokatech.edu) or Academic Affairs, Room 117.

Academic Affairs Use Only: ☐ Approved ☐ Denied Comments: \_\_\_\_\_

☐ Email to student attached Dean Signature: \_\_\_\_\_

Records Office Use Only: Processed by \_\_\_\_\_ Date: \_\_\_\_\_

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