

Grade Appeal Form

This form should be used after a student has informally attempted to resolve a grading issue with the instructor. Students should follow the Academic Grade Appeal Policy and Procedure. The Academic Grade Appeal Policy and Procedure can be found at: <http://anokatech.edu/en/AboutATC/PoliciesProcedures.aspx>

Name:	Student ID:
Email Address:	Phone #:
Address:	Course/Section:
	Term and Year:
	Grade Received: Grade Requested:
	Instructor Name:

Appeals are only considered when they meet one or more of the following reasons. Please check which of the following reasons are being used as the basis of your appeal:

- Instructor made an error in calculating or recording a grade.
- Instructor's grading procedure was inconsistent with course outline, syllabus or Anoka Technical College policies.
- Instructor demonstrated bias in grading.

State the reasons that justify the requested change of grade. Attach separate page if necessary.

Attach any supporting documentation, for example:

- Explanation of what happened and how reasons above apply to the situation
- Any related communication from the instructor
- Course syllabus and/or course outline
- Timeline of events related to the appeal
- Assignments or exams related to the appeal (if applicable)
- Any other documentation supporting the appeal

I declare that the information on this form and all supporting documentation is true, correct, and complete to the best of my knowledge and belief. I also understand that purposeful misrepresentation of my situation constitutes academic dishonesty and may make me subject to disciplinary action.

Student Signature: _____ Date: _____

For assistance: Counselor (Student Success Center, Suite 190) 763-576-4036
Submit this form to: Office of Records and Registration 763-576-7740