



Return to Records Office
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Anoka, MN 55303
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Phone: 763-576-7740
www.anokatech.edu

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 the Student Success Center (Suite 190) at 763.576.4036 or Enrollment Services (Room 117) at 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 a detailed description of the situation surrounding 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: _____

Academic Affairs Use Only: ___ Approved ___ Denied Comments: _____

___ Email to student attached Dean Signature: _____

Records Office Use Only: Processed by _____ Date: _____

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