Grade Appeal Form

This form is in reference to [Minnesota North College Grade Appeal Procedure 3.8.1.a](https://minnesotanorth.edu/wp-content/uploads/2025/06/3.8.1.a-Grade-Appeal-Procedure.pdf). Review carefully before completing this form. **This form may only be submitted after consulting with the faculty about the final course grade** or if the faculty member has been deemed unavailable for consultation.

Grade appeals are reviewed in instances where students have a convincing argument and/or evidence that a final course grade is unfair, arbitrary, or capricious. Circumstances that warrant correction of assigned grades include:

1. Consultation revealed a calculation error occurred.
2. Consultation revealed the grade was inconsistent with the written grading standards for the course.
3. Faculty conduct regarding grade determination was inconsistent with contractual responsibilities, college, and/or Minnesota State Board Policies.

# STUDENT INFORMATION

Name Student I.D. Date Submitted

Street Address City State Zip

Phone Number Email Address (College Email preferred)

# COURSE INFORMATION

## Course Prefix, Number, and Title (ex: ENGL 1231-01 College Composition 1) Semester Taken

Instructor Name Grade Received Grade You Believe You Earned

**What steps have you taken to communicate with your instructor to resolve the issue? If you have communicated about your final grade via email, please forward all relevant email messages when you submit this form.**

**Provide a statement to justify your claim that your final grade was improperly assigned. You may submit additional documentation in support of your claim.**

**What solution are you requesting as a result of this grade appeal?**

Student Signature Date

***Email this completed form and any additional documentation to the academic dean who oversees the department/program. If you are unsure of the point of contact or have any questions about this process, please work with your advisor.***

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FOR OFFICE USE ONLY:

Appeal Approved: \_\_\_\_\_\_\_\_\_\_ Appeal Denied: \_\_\_\_\_\_\_\_\_\_

Comments:

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Decision Maker Signature Date