



Policy: Please refer to Pine Technical & Community College Academic Grade Appeal Policy PTCC 3.8 and Procedure 3.8.1 for a complete statement of the policy, timelines and procedure.

STEP 1: DOCUMENTATION OF MEETING WITH FACULTY MEMBER

Prior to submitting an academic grade appeal, attempt to resolve with faculty informally. If you are unable to resolve the grade dispute during this step, complete the items below and move to Step 2.

Student Information

Student Name: _____ Student ID: _____

Address: _____ Daytime Phone: _____

E-mail Address: _____

Course Information

Course Name: _____ Name of Instructor: _____

Section Number: _____ Semester Taken: _____ Grade Received: _____

Date reviewed with instructor: _____ via: Face to Face Telephone Email exchange Other

Result of meeting with faculty:

STEP 2: APPEAL TO THE DEAN

Complete the items below and present the completed form to the Dean of your program area. Submit this form within 30 calendar days following the posting of your final grade.

- This appeal is based on the claim the grade was (check all that apply; refer to Policy PTCC 3.8)
 - Arbitrary (not according to rule)
 - Capricious (given to sudden change)
 - Based on Error
- Please submit your justification for appealing your grade, including relevant information and/or documentation that supports your claim (course papers, syllabus, class notes or other material that support your justification). Attach separately.
- Provide a statement of the solution that you are requesting as a result of this appeal:





Dean Use Only	
Date Appeal Received _____	
Dates Action Taken:	
Discussion with instructor _____	Discussion with student _____
Grade Appeal Approved <input type="checkbox"/>	Grade Appeal Denied <input type="checkbox"/>
Student notified of action _____	Instructor notified of action _____
Follow up _____	
Signature _____	Date _____

STEP 3: APPEAL TO THE ACADEMIC APPEALS COMMITTEE

To present a formal appeal, complete the items below and present the completed form to the Vice President of Academic and Student Affairs. Submit this form within 10 instructional days of the Dean's decision in Step 2.

Vice President of Academic and Student Affairs Use Only	
Date Academic Grade Appeal Form Received _____	
Academic Appeals Committee:	
Chief Academic Officer _____	
Student Representative _____	
PTCC Manager _____	
Faculty Representative _____	
Faculty Representative _____	
Date of Academic Appeals Committee hearing _____	
Outcome of hearing _____	

Signature _____	Date _____

