**Academic Grade Appeal Form**

**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:

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# Academic Grade Appeal Form

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<th>Date Appeal Received</th>
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**Dates Action Taken:**
- Discussion with instructor ________________________________
- Discussion with student ________________________________
  - Grade Appeal Approved ☐
  - Grade Appeal Denied ☐
- Student notified of action ________________________________
- Instructor notified of action ________________________________
- Follow up ______________________________________________________________________________________________

**Signature** ________________________________________________________________  **Date** __________________________

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## 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.*

<table>
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<th>Date Academic Grade Appeal Form Received</th>
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**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** ______________________________

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