

Grade Appeal Form		
Student Name:	ID:	
E-mail:		
Course Number/Section:	Instructor:	
Course Name:		
Semester & Year Taken:	Grade Received:	Grade Requested:
Submitted to the following Dean:		Date Submitted:
Signature of receiving Dean:		Date Received:

Please refer to RCTC Grade Appeal Policy 3.8.1 for the required steps to file an appeal.

1. Appeals are only considered by the Dean when they meet one or more of the following criteria. After meeting with the instructor that resulted in a refusal to change the grade, I am appealing based on the following (check box):
 - Arbitrariness*: the final class grade awarded represents a departure from accepted academic norms as to demonstrate that the instructor did not exercise proper professional judgment, or the instructor deviated from the evaluation criteria established by the grading policy described in the course syllabus.
 - Error*: the final class grade awarded reflected an error of fact (calculation error, omission, etc.), or the instructor failed to give the student in the course adequate notice of grading policies and procedures in the syllabus or other form of communication.

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

3. Attach evidence and supporting documentation that supports the grade appeal, such as:
 - Explanation of what occurred and how the criteria checked above applies to the situation;
 - Correspondence from instructor indicating that the appeal has been denied;
 - Course syllabus;
 - Timeline of events relevant to the appeal;
 - Assignment or exam in question (if applicable);
 - Copy of RCTC or Minnesota State policy/regulation (if applicable);
 - Correspondence with instructor (if applicable);
 - Any other documentation supporting the appeal.

4. 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

Data Privacy Notice. The college is asking you to provide information about you that is private and/or confidential information under state and federal law. The information is needed to process your appeal. You are not legally required to provide the information; however, the college will not process your appeal if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information with your consent (for example, for program evaluations, pursuant to court orders, to other institutions if you transfer, and for financial aid related purposes.)

Dean's Decision:

Grade Appeal Upheld _____

Grade Appeal Denied _____

Deans Comments:

Dean's Signature: _____

Date: _____

- Dean will notify student, instructor, and Academic Standards Committee of decision by email.
- Document, and supporting evidence, to be electronically sent to the Office of Executive Vice President, Academic Affairs.

Date/Time Received: _____

By: _____

4/17/23