<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail</td>
<td></td>
</tr>
<tr>
<td>Course Number</td>
<td>Instructor</td>
</tr>
<tr>
<td>Course Name</td>
<td></td>
</tr>
<tr>
<td>Semester &amp; Year Taken</td>
<td>Grade Received</td>
</tr>
</tbody>
</table>

Instructor Contacted (date): ________________________________

1. Appeals are only considered by the Dean when they meet one or more of the following criteria. The instructor refused to change the grade, therefore I am appealing based on the following (check box):

   - [ ] Evidence is provided of an error in grade calculation.
   - [ ] The criteria or methodology for grade determination has not been provided to students either in the syllabus or by the time a final grade is assigned.
   - [ ] The standard for evaluation of student academic performance has not been applied in accordance with syllabus and/or Master Course Outline policy.
   *If your grade issue doesn’t fit one of the above, please see your advisor

2. State the reasons which justify the requested change of grade. Attach separate page if necessary.

3. Attach the supporting documentation:
   - 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 college or MnSCU 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

A member of Minnesota State
Submit form to: Academic Dean
Ryan Langemeier: Albert Lea Campus 201F (ext: 3335)
Laura Beasley: Austin West Campus B114E (ext: 0676)
Kelly McCalla: Austin East Campus C103 (ext: 0627)

If the student chooses to appeal this decision, he/she should forward this document and any further written statement within 10 days to the VPASA.

☐ Grade Change Approved
☐ Grade Change Denied

Signature of Dean: __________________________ Date: ____________
(Once signed, route to student, faculty and registrar)

Date of Initial Review: 2/13/14
AASC Review (if applicable): 2/18/14; 10/22/19
Date of Final Approval / Policy Adoption: 3/13/2014; 9/8/2016; 11/21/19
Date & Subject of Revisions: 3/24/16 – Remove step 4 final review by president; corrected titles.
8/2016 – NEW Riverland Community College and Minnesota State branding added
9/8/2016 – Form COMPLETED