



**RIVERLAND COMMUNITY COLLEGE GRADE APPEAL FORM**

Name		ID
E-mail		
Course Number	Instructor	
Course Name		
Semester & Year Taken	Grade Received	Grade Requested

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

**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.)

**Submit form to:** Academic Dean

Dr. Ryan Langemeier: Albert Lea Campus 201F (ext: 3335)

Laura Beasley: Austin West Campus B114E (ext: 0676)

Christy Tryus: Owatonna & Austin East Campus C103 (ext: 0617)

Dr. Jen Oullette-Schramm: Austin East Campus C103 (ext: 0627)

**Date/Time Received:** \_\_\_\_\_

**Grade Change Approved**

**Grade Change Denied**

**Signature of Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Once signed, route to student, faculty and registrar)

**If the student chooses to appeal this decision, he/she should forward this document and any further written statement within 10 days to the Vice President of Academic & Student Affairs.**

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

11/16/21-Dean information updated