

Academic Affairs



Grade Appeal

Brainerd Campus
501 West College Drive
Brainerd, MN 56401-3900
1-800-933-0346 or
218-855-8031
Fax: 218-855-8252
askclc@clcmn.edu

Staples Campus
1830 Airport Road
Staples, MN 56479-3252
1-800-247-6836 or
218-894-5100
Fax: 218-855-8252
askclc@clcmn.edu

Last Name: _____ First: _____ Middle: _____

SSN or Tech ID: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____ Cell Phone #: _____

E-Mail: _____

Check one: Fall Spring Summer Year: _____

Are you a post secondary enrollment option (PSEO)/College in the Schools (Concurrent) student? Yes No

Course ID	Department	Course #	Section #	Course Title	Credits	Instructor

Student signature: _____ Date: _____

Step 1: Informal Complaint

A student who believes that he/she has received an inaccurate/inappropriate grade should first discuss the issue with the instructor to resolve the matter.

Date of Discussion: _____

If the discussion does not result in a satisfactory outcome, the student may file a formal written complaint to the instructor. Contact Trudy Austin in Brainerd or Jody Longbella in Staples (located in the administrative suite on 2nd floor of both campuses) for more information.

Step 2: Formal Complaint

Student Responsibility: A complaint must address the following three questions. The instructor must receive a copy of the complaint.

1. Describe specific concern/complaint.
2. What is the resolution you seek?
3. Attach documents to support your concerns.

Instructor Responsibility: After receiving a formal written complaint from the student, the instructor will respond to the student in writing within five days and send a copy of the complaint and instructor response to Trudy Austin or Jody Longbella in Academic Affairs. The following questions should be addressed by the faculty member:

1. Describe concerns:
2. Describe the resolution you suggest:
3. Attach supporting documentation.

Final Action (Completed by the appropriate Dean)

Appeal

If the student or the faculty member disagrees with the final action, he or she may appeal that to the Vice President of Academic and Student Affairs.

Appeal Determination _____
