

Grade Appeal

Directions: Please review CLC Policy 3.8.2 Grade Appeals Policy for detailed information

Student Information:

Last Name: _____ First: _____ Middle: _____

SSN or Tech ID: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____ Cell Phone #: _____

E-Mail: _____

Semester: _____ Fall _____ Spring _____ Summer Year: _____

Course information pertaining to appeal:

| Course ID | Department | Course # | Section # | Course Title | Credits | Instructor |
|-----------|------------|----------|-----------|--------------|---------|------------|
| | | | | | | |

Section 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 the Administrative Assistant to the VP of Academic and Student Affairs in Brainerd (located in the administrative suite on 2nd floor) for more information.

Section 2: Formal Complaint

To be completed by the student: A complaint must address the following three questions. The instructor must receive a copy of the complaint.

1. Describe specific concern/complaint. Syllabus compliance should be addressed.

2. What is the resolution you seek?

3. Attach documents to support your concerns.

Section 3:

To be completed by the Instructor: 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 the Administrative Assistant to the VP of Academic and Student Affairs. The following questions should be addressed by the faculty member:

1. Describe concerns:

2. Describe the resolution you suggest:

3. Attach supporting documentation.

Appeal Decision

_____ Appeal Approved _____ Appeal Denied

Comments:

Signature of Dean: _____ Date: _____

CLC Contact Information:

CLC Brainerd Campus
501 West College Drive
Brainerd, MN 56401-3900
1-800-933-0346 or 218-855-8000
Fax: 218-855-8220
askclc@clcmn.edu

CLC Staples Campus
1830 Airport Road
Staples, MN 56479-3252
1-800-247-6836 or 218-894-5100
Fax: 218-894-5185
askclc@clcmn.edu