Students have the right to ask instructors for an explanation of any grade received. Students may submit a formal grade appeal when they believe that a final grade is unfair, arbitrary or capricious. However, the student bears the burden of proving that there are sufficient grounds for changing a grade. The grade appeal process will meet the usual criteria of due process for both students and faculty. These procedures shall not substitute for other grievance procedures specified in board, college, or university policies or procedures, regulations or negotiated agreements, including the faculty member's right to grieve the outcome. For the detailed policy go to the IHCC Grade Appeal Policy, available at www.inverhills.edu/Policies. Return the completed form to the Enrollment Center.

The following steps are an overview of the procedures for moving forward an issue with a final course grade:

**Step 1: Meet with the faculty member and work to resolve the matter.** Communicating with an instructor is the first and most important step before appealing a grade.

**Step 2: File the Student Grade Appeal Form.** Complete the form and submit the written grade appeal to the Enrollment Center which will be processed and sent on to the Dean who supervises the faculty member for review. The appeal should contain a statement of the problem, description of attempts to resolve the matter directly with the instructor, relevant information and documentation in support of the appeal, and the remedy sought. The student should retain a copy of all materials for his/her records.

**Step 3: The Academic Dean will review the Appeal and render a decision.** If a meeting or more information is needed she/he will facilitate the meeting.

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**Student Signature:**

**Inver Hills Employee Signature (if appropriate):**

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**Office Use Only**

- □ Appeal settled by consent.
- □ Appeal denied; original grade stands.
- □ Appeal affirmed, recommend a change of grade to the Vice President of Academic Affairs/Provost, who implements the recommendation and notifies the instructor and student of the decision.
- □ Appeal denied; additional information is needed.

**Administrator's Comments:**

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**Administrator Signature:**
Instructions on Completing the *Student Grade Appeal Form*:

1. Complete all relevant pages of the student appeal form typed or in legible handwriting.
2. Attach documentation that will support your grade appeal. Your petition will be denied if relevant documentation is not attached.
3. Return this form along with any documentation to the Enrollment Center. This form can be mailed, dropped off in person, or faxed. The contact information is as follows:

   Inver Hills Community College  
   Attn: Enrollment Center  
   2500 East 80th Street  
   Inver Grove Heights, MN 55076

   651-450-3503 (phone)  
   651-450-3677 (fax)

   enrollment@inverhills.edu

4. Allow 21 calendar days for processing. If additional documentation is needed, your request will not be approved and you will be required to submit additional documentation.