



Step 1 Grade Appeal Form

Procedure: Please refer to the Lake Superior College (LSC) Grade Appeal [Procedure 3.17.5](#) for a complete statement of the process.

To present a formal appeal, complete the items below and present the completed form to the instructor. Submit a Step 1 Appeal only if you have first attempted to resolve the grade dispute through conversation and/or other communication with the course instructor.

Step 1 Appeal

Student Information

Student Name: _____	StarID/TechID: _____
Phone #: _____	Email Address: _____

1-A Course Information

Course Name: _____	Name of Instructor: _____	
Section Number: _____	Semester Taken: _____	Grade Received: _____

1-B Was an informal remedy sought with the instructor through conversation or other means? (Circle) Yes/No

1-C This appeal is based on the claim of (check all that apply; refer to definitions in Procedure 3.17.5):
 Arbitrariness **Bias** **Error**

Provide a statement of reasons justifying the claim that your grade was improperly assigned (Attach additional documents separately as necessary):

1-D Add any relevant information and/or documentation that supports your appeal (Course papers, syllabus, class notes or other material that support your justification in 1-C). (Attach separately):

1-E Please provide any additional items or information that you deem relevant to this appeal. (Attach separately if necessary):

1-F Please provide a statement of the solution that you are requesting as a result of this grade appeal:

Student Signature

Date

Note to Instructor: Please provide, within 2 weeks, a written response to the student in accord with the expectations provided in Part 4 Subpart A of LSC Procedure 3.17.5.



Step 2 Grade Appeal Form

Procedure: Please refer to the LSC Grade Appeal [Procedure 3.17.5](#) for a complete statement of the process.

Step 2 Appeal: Submit a Step 2 Appeal only if (a) you have completed a Step 1 Appeal and (b) you are not satisfied with the response provided by your course instructor.

To present a Step 2 grade appeal, complete the items below and present the completed form to the appropriate dean.

Step 2 Appeal

Student Information

Student Name: _____

StarID/TechID: _____

Phone #: _____

Email Address: _____

2-A Course Information

Course Name: _____

Name of Instructor: _____

Section Number: _____

Semester Taken: _____

Grade Received: _____

2-B Please attach a copy of your completed Step 1 Appeal form plus all supporting material that was submitted for that appeal. Include a copy of the instructor's written response:

2-C Provide a justification for an administrative review of the Step 1 Appeal outcome, and give reasons stating why you believe the instructor's reply to the Step 1 Appeal was incorrect. (Use a separate sheet):

2-D Provide any additional relevant information and/or documentation that supports your appeal. (Attach separately):

2-E Please provide a statement of the solution that you are requesting as a result of this Step 2 Appeal:

Student Signature

Date



Step 3 Grade Appeal Form

Procedure: Please refer to the LSC Grade Appeal [Procedure 3.17.5](#) for a complete statement of the process.

Step 3 Appeal: Submit a Step 3 Appeal only if (a) you have completed a Step 1 & 2 Appeals and (b) you are not satisfied with the response provided by your course instructor.

To present a Step 3 grade appeal, complete the items below and present the completed form to the Vice President of Academic & Student Affairs.

Step 3 Appeal

Student Information:

Student Name: _____

StarID/TechID: _____

Phone #: _____

Email Address: _____

3-A Course Information

Course Name: _____

Name of Instructor: _____

Section Number: _____

Semester Taken: _____

Grade Received: _____

3-B Please attach a copy of your completed Step 1 & 2 Appeals form plus all supporting material that was submitted for that appeal. Include a copy of the instructor's written response:

3-C Provide any additional relevant information and/or documentation that supports your appeal (Attach separately):

3-D Please provide a statement of the solution that you are requesting as a result of this Step 3 Appeal:

Student Signature

Date