

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.