



Informal Student Grade Appeal – Exhibit E
Program Lead, Program Director, Division Administrator or Designee Response

Student Name: _____ Course/Section: _____

Instructor Name: _____ Semester/Year: _____ Grade Received: _____

1. Date(s) of and participants for previous Informal Resolution meeting(s), if any:

2. Parties in attendance at departmental level meetings: Date

3. Summary of outcome and decision:

4. Rationale:

5. Comments:

Instructor signature

Date

Copy: Student file, instructor, Director of Behavioral Intervention (DBI)