



**Informal Student Grade Appeal – Exhibit C**  
(Student may attach additional supporting documents, if desired)

Student Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Name of Instructor: \_\_\_\_\_

Course Name: \_\_\_\_\_ Section: \_\_\_\_\_ Semester/Year: \_\_\_\_\_ Grade Received: \_\_\_\_\_

**Step 1: Provide this information directly to your instructor seeking resolution as follows:**

1. Which of the grade appeal criteria below apply to your request?
  - 1. The grade is allegedly based on an error in calculation.
  - 2. The grade assigned allegedly did not follow the grading criteria in the course syllabus.
  - 3. Both.

2. What grade do you believe you should have received? \_\_\_\_\_

3. How does the grade appeal criteria indicated above apply to your case?

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4. Include justification for grade change you are requesting. Provide relevant documents.

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5. Provide a summary/dates of your efforts to resolve this issue with the instructor.

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*If satisfaction resolution is not achieved on Step 1 above, then proceed to Step 2. below.*

**Step 2: Provide this information to the academic lead, division administrator or designee if you are unable to reach a satisfaction resolution with instructor. Add additional information relevant here:**

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\_\_\_\_\_  
*Instructor signature*

\_\_\_\_\_  
*Date*

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