Informal Student Grade Appeal
Instructor Response – Exhibit D

Student Name: __________________________________________________ Grade Assigned: _________

Course: ___________________ Section: _____________ Semester/Year: _________

1. What criteria did the student identify as the basis for the grade concern?
   - ☐ 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.

Based on your meeting with the student and your class records please provide:

2. Your position on the accuracy of the grade appeal criteria identified by student.

   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

3. Your position on the grade assigned and requested change.

   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

4. A summary and date(s) of your effort(s) to resolve the issue.

   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

Instructor signature ___________________________ Date ______________

Copy: Student file, division administrator or designee, Director of Behavioral Intervention (DBI)

May 2019 by dpg