



Informal Student Grade Appeal – Exhibit C

Student name: _____ Email: _____

Address/City/State/Zip: _____

Phone: _____ Name of instructor: _____

Course: _____ 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?
 - The grade is allegedly based on an error in calculation.
 - The grade assigned allegedly did not follow the grading criteria in the course syllabus.
 - Both.

2. What grade do you believe you should have received? _____.

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

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

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

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:

Student Signature

Date

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