



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?

- 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.

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. Summary and date(s) of your effort(s) to resolve the issue:

Instructor signature

Date