



# 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

Parties in attendance at departmental level meetings:	Date
_____	_____
_____	_____
_____	_____

3. Summary of outcome and decision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Rationale:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature (Program Lead, Program Director, Division Administrator, or designee)

\_\_\_\_\_  
Date

Copy: Student File, Instructor, DBI

Updated July 2020 by dpg