INFORMAL STUDENT GRADE APPEAL – EXHIBIT C

(Student may attach additional supporting documents, if desired)

Student Name: _____ Email:_____

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?

_____

_____

_____

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.

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

_____

_____

_____

_____
Student Signature Date

Copy:
Student File
Director of Student Wellness (DSW)

Updated April 2022 by dpg