



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 Student Wellness (DSW)