

INFORMAL STUDENT GRADE APPEAL – EXHIBIT C

(Student may attach additional supporting documents, if desired)

Student Name: Email:			
Address/City/State/Zip:			
Phone:	Name o	of Instructor:	
Course Name:	Section:	Semester/Year:	Grade Received:
Step 1: Provide this info	rmation directly to your	r instructor seeking resolution as 1	follows:
☐ 1. The grade	peal criteria below apply is allegedly based on an o assigned allegedly did no		ourse syllabus.
2. What grade do you be	lieve you should have rec	eeived?	
3. How does the grade ap	ppeal criteria indicated ab	pove apply to your case?	
4. Include justification f	or grade change you are r	requesting. Provide relevant docume	ents.
5. Provide a summary/da	tes of your efforts to reso	olve this issue with the instructor.	
	resolution is not achiev	red on Step 1. above, then proceed	to Step 2. below.
Step 2. Provide this info	rmation to the departme	ent chairperson or designee if you additional information relevant he	are unable to reach a
Student Signature	Date	Copy: Student File Director of Academic Su	pport and Student Conduct