Grade Appeal Record of Informal Settlement

Per section II B. 6 of the Grade Appeal Procedures policy this form is to be completed when an informal settlement is reached after a grade appeal has been filed. The form shall be signed by the student and the instructor who assigns the grade. The signed agreement shall be filed with the Grade Appeal Hearing Jury Chair, and shall be considered final.

Name of student: _______________________________________________________

Student’s phone number: ______________________

Name of faculty member: ________________________________________________

Department: _____________________________  Phone number: _________

Course (department, number, title): ______________________________________

Please indicate the settlement reached:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
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____________________________________________________________________
____________________________________________________________________

Final course grade reached through settlement: ______

I acknowledge that the grade appeal has been resolved informally and shall be considered final.

Signature of student: _____________________________  Date: _____________

Signature of faculty: _____________________________  Date: _____________