

1. Grade Appeal General Information

- 1.1. The primary authority of the instructor in the assignment of grades must be respected. An instructor's evaluation of a student's work and performance in that instructor's course must not be over-ridden merely because of a difference of opinion or evaluative judgment, provided it is formed in accordance with the generally accepted canons of the relevant discipline and of the academic institution where said course is offered. The university presumes that every instructor wants and tries to be non-prejudicial, objective, and consistent in the assignment of grades. This presumption, however, may be over-ridden by weight of evidence89.93 Tmence89.93 Tmee04(e)30

1.11. If the student's appeal is compounded (or accompanied) by an allegation of unlawful discrimination as defined by federal and state laws, the student has the right to access the university's internal unlawful discrimination process and the processes available through the U.S. Department of Education Office of Civil Rights and the state of California Fair Employment and Housing Commission. However, grades may be changed only through the grade

3. Preliminary Informal Phase of the Grade Appeals Process: Initiation of Grade Appeals

- 3.1. Students who believe they have received a final course grade that reflects prejudicial, capricious, or arbitrary grading of their academic performance must make this belief known to the instructor(s), either orally or in writing, before they begin the formal appeal process. In accordance with the Policy on Final Course Grades, Grading Procedures, and Final Assessments, students have a right to be informed of their scores and to review each of their demonstrations of competence with their instructors. If materials submitted for a demonstration of competence are not returned to the student, such materials will be retained for at least two (2) subsequent semesters by the instructor. The materials shall be accessible to the department office. In the absence of the original instructor, an instructor with appropriate qualifications may be appointed by the Chair to review the demonstration of competence with the student.
- 3.2. In the event an instructor is not available to participate, the department/program chair in the discipline/program may appoint another instructor whose areas of expertise most closely approximates that of the instructor of record to represent the interests of the latter.
- 3.3. If the student cannot resolve the problem after informal consultation with the instructor and intends to continue the process, the next step is for the student to prepare a grade appeal file.
 - 3.3.1. The file must include:
 1. a written statement describing the reasons for the appeal and the recommendation for a new grade;
 2. a Grade Appeal Form obtained from the appropriate college office and fully completed; and
 3. supporting documents, such as the class syllabus, exams, papers, assignments or other corroborating documents, that show evidence of the alleged improper grading.
 - 3.3.2. The written statement describing the reasons for the appeal shall be addressed to the department/program chair of the discipline in which the course resides. For the purposes of this policy, a program director or coordinator is considered a program chair.
 - 3.3.3. The grade appeal file must be delivered to the department/program chair within the first 40 instructional days of the regular semester immediately following the semester or special session in which the course was completed.
- 3.4. After receiving the student's grade appeal file (see 3.3.1., above), the department/program chair will consult with both the student and the instructor(s) involved to attempt a resolution to the grade appeal.
 - 3.4.1. If the instructor of record refuses to participate, the department chair shall insert a written statement to that effect in the appeal file.
 - 3.4.2. If a student is appealing a grade assigned by the department chair, the college dean or designee shall perform all functions of the chair in the appeals process.
 - 3.4.3. In the case of courses that do not follow the traditional semester pattern (such as short-term courses given during a regular semester or programs that require year-round enrollment), students must initiate an appeal within 40 regular semester instructional days of the termination of the course.

4. First Level of the Formal Appeals Process: Appeal to department/program grade appeals committee

- 4.1. Should consultation fail to resolve the appeal and should the student choose to continue the process, the student must ask the chair to forward the appeal to the department/program grade appeals committee. The student must make this request in writing by the last day of instruction of the regular semester immediately following the semester or special session in which the course was completed.
 - 4.1.1. The department/program chair shall forward the appeal to the department/program grade appeals committee within ten (10) instructional days and may include a written recommendation based upon

the department/program committee but held in abeyance pending the appeal, the department/program chair shall, within ten (10) instructional days, authorize the grade change by filing the appropriate form. In the event that the department/program chair does not effect the change within ten (10) instructional days of notification, the chair of the college grade appeal committee will sign in lieu of the instructor or the department/program chair. The college dean will then authorize the grade change.

5.4.2. If either the student or the instructor communicates in writing her/his intention to continue the appeal

confirm or disagree with the decision of the college grade appeals committee.

6.3.1. If the University Grade Appeals Committee determines that the grade appeal guidelines have not been followed, it may send the appeal back to the department/program or college grade appeals committee for reconsideration.

6.3.2. In the event that a grade change is authorized by the University Grade Appeals Committee, the chair of the University Grade Appeals Committee shall ensure that the appropriate change-of-grade form is properly signed by the provost and filed with Enrollment Services.

6.3.3. The chair of the University Grade Appeals Committee shall inform all parties to the grade appeal, in writing, of the committee's decision.

6.3.4. The rendering of the University Grade A ren' n y G