



FULLERTON COLLEGE GRADE APPEAL REQUEST FORM

PART A: Appeal to Instructor

Student should meet with the instructor to discuss the grade before completing this form. Meeting date: _____

If the student is unable to meet with the instructor, state the reason: _____

Name: _____ Student ID#: _____

(Print) Last First Middle

Phone#: _____ Email: _____

Mailing Address:

_____ Number Street City Zip

Request grade of: _____ in _____
Grade Course Title CRN#

with _____ taken during _____ semester in _____ be changed.
Instructor name Fall/Spring/Winter/Summer Year

The reason for my request is based on one or more of the following legal justifications.

- Mistake
- Fraud
- Bad Faith
- Incompetence

Please attach (*preferably typed*) an explanation focused on the identified legal justification(s). Include all relevant supporting documentation and submit to the appropriate division office.

Student Signature: _____ Date: _____

Date Received by Division Office: _____

PART B: Instructor Response

I do approve the change of grade _____ to _____
(Note: Instructor submits to the division office and visits Admissions and Records to complete Change of Grade Form.)

I do not approve the change of grade _____
(Note: Please attach a response to each point made by the student. Attach class syllabus, student's grade report, attendance and other information relevant to the student's appeal. Submit to the division office. Students will be provided with instructor's response.)

Instructor Signature: _____ Date: _____

PART C: Grade Appeal Committee Request (Optional)

I have read the instructor's response and would like to appeal the decision for the following reason(s):

Student Signature: _____ Date: _____

Division Dean Signature: _____ Date: _____

Date Received by Division Office: _____ Date Received by VPI Office: _____



GRADE APPEAL REQUEST PROCEDURE

INTRODUCTION:

The college recognizes the legal right of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is the final authority in determining grades that are assigned to students and that appear in their permanent academic records.

Students have the right to inquire how their grade was determined and to appeal their final grade in a course. Appeals are limited to the legal justifications provided in Education Code Section 76224(a), which states, "When grades are given for any course taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final."

Students have the right to have someone accompany them throughout the grade appeal process described below.

PROCEDURE:

Informal Process

- Grade appeals should be initiated during the next regular semester but no later than two years following the award of the original grade.
- Before initiating a formal grade appeal, the student should normally meet with the instructor informally to discuss how the grade was determined.

Formal Process

- After meeting with the instructor informally, if the student is not satisfied with the instructor's response, the student may fill out **Part A: Appeal to Instructor**, of the grade appeal form, and attach the rationale for the appeal, and submit the paperwork to the appropriate division office. At that point, the division dean and/or designee may also meet with the student to discuss the appeal.
- Upon review of the formal grade appeal form and rationale, if the instructor determines that there is a valid basis for a grade change, the instructor will complete the instructor section of the grade appeal form and visit Admissions and Records to complete a grade change form.
- If the instructor denies the student's request, the instructor will complete **Part B: Instructor Response**, of the grade appeal form, and attach a written response, which will be provided to the student.
- After the student reads the instructor's response, if the student feels that there is still a justification for pursuing a grade appeal, the student will complete **Part C: Grade Appeal Committee Request**, of the grade appeal form, to request a review by the Grade Appeal Committee. The student will include the reason(s) for the appeal to the committee.
- The division office will send the grade appeal form to the Office of the Vice President of Instruction, who will notify the Grade Appeal Committee. During any regular semester, the Grade Appeal Committee will make every effort to meet and provide a response to the grade appeal within **30 days**. The Committee may ask for additional information in order to respond to the appeal.
- The Grade Appeal Committee will communicate its final decision to the Office of the Vice President of Instruction. The Office of the Vice President of Instruction will inform the student, the instructor, the division office, and Admissions and Records of the outcome of the grade appeal process.