

GRADE APPEAL PROCEDURES

California State University, Stanislaus

In accordance with University policy, a student may file a grade appeal only for review of allegedly capricious grading; the *Grade Appeal Policy and Procedures* found in the General Catalog must be followed. Print and complete this form to ensure the grade appeal process is completed within the designated time frame. Please print.

Student Name _____ I.D. Number _____

Address _____ E-Mail _____

Course Number: _____ Course Title: _____

Professor _____ Semester Taken _____

The first step in any grade appeal is to first discuss the appeal with the instructor. The Associated Students has a student advocate who may assist with a grade appeal.

- (1) Student files with the instructor a written statement of appeal within the first four weeks of the immediately following fall or spring semester (attach a copy of the written appeal that includes specific reasons for assertion of capricious grading).

Student Signature

Date

Department Secretary Signature

date stamp

- (2) Instructor responds in writing to the student within 15 working days on receipt of written appeal. Instructor sends the signed appeal form and the written response through Mail **or** Email

Student Signature

Date

Department Secretary Signature

date stamp

In the event the instructor denies the appeal or fails to respond in writing, and the student wishes to pursue the matter further, the grade appeal process continues.

- (3) Student submits the written appeal to the department chair within 15 working days of the date the instructor informs the student of the denial (Student attaches a copy of the instructor's response).

Student Signature

Date

Department Secretary Signature

date stamp

- (4) Department Chair, on receipt of the written appeal from the student, constitutes a Grade Appeal Committee within 15 working days.

Date Committee Constituted

Department Chair Signature

- (5) The Grade Appeal Committee completes its duties within 20 working days from the date constituted. The Committee forwards the decision in writing to the student, instructor, department chair, and the dean (attach a copy of the written response).

Date

Committee member Signature (Chair)

Date

Committee Member Signature (Student Representative)

Date

Committee Member Signature (Faculty Representative)

- (6) Grade Appeal process completed.

Date

College Dean Signature

Date

Vice Provost