

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT STUDENT GRADE APPEAL FORM
FORMAL APPEAL: The grade dispute is unresolved. I am proceeding with the formal appeal process.

Name:		Date:
Student ID/SSN		Phone:
Street Address:		
City:	State:	Zip:

Course Prefix & Number:	Course Title:
Instructor Name:	Term Course Was Taken:

Student's Statement: Following the provisions of the Student Grade Appeal Process, I am appealing the grade of _____ that I received in the course cited above.

A. As part of the informal appeal process:

I met with the instructor on _____ Date _____ Instructor/Designee Signature _____ Date _____

The instructor is no longer available

B. I met with the Department Chair or designee on _____ Date _____ Department Chair/Designee Signature _____ Date _____

C. I choose to bypass the formal process.

STEP 1: Student's Written Statement and basis for this appeal is (Check all that apply)
 _____ Mistake _____ Incompetence _____ Bad faith _____ Fraud

I have attached my statement describing the basis for my appeal (required). _____ Student Signature _____ Date _____

I have met with the Division Dean. Results of this meeting: Resolved Unresolved

_____ Dean/ Designee Signature _____ Date _____

A copy of this form and attachments were provided to the instructor or in the instructor's absence, the department chair or designee by the Division Dean or designee on _____ (Date).

If the grade appeal is unresolved after Step 1, the student may proceed to Step 2 within 5 works days of meeting with the Division Dean or designee.

STEP 2: Investigation: Date Filed: _____ Results of Investigation: Resolved Unresolved

An investigation shall be conducted within 30 work days of the Step 2 filing date. If the grade appeal is unresolved after Step 2, the student may proceed to Step 3 within 5 work days of receipt of the determination from the investigation.

Summary of investigation and findings is attached.

_____ Signature Director of Admissions & Records _____ Date _____

STEP 3: Hearing: Date Filed: _____ Results of Hearing: Appeal Granted Appeal Denied

Summary of Hearing determination is attached. Student and faculty were notified on _____ (date)

_____ Chair, Grade Appeal Committee _____ Date _____

Change of Grade Form (if applicable) submitted to Admissions and Records: _____ (date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE 4234

GRADE CHANGES

Changing Grades

No individual or group, whether acting on a grievance or in some other manner, has the authority to change a grade determined by an instructor unless persuasive evidence is presented by the student in accordance with the provisions as outlined in the law.

Accordingly, students are advised not to initiate an appeal involving grades unless it is accompanied by persuasive evidence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the district determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the College President after consultation with the President of the Academic Senate or his/her designee.

In all cases, the instructor who first awarded the grade will be given written notice of the change.

Grades will not be changed for any reason or under any circumstances after 36 months from the end of the term in which the grade was assigned.

The Instructor of the course has sole authority to assign a grade for a student. Students who are not satisfied with the grade assigned may discuss the issue of grade earned with the instructor (SBVC College Catalog). Before filing a Grade Appeal the student must:

1. Have a dialogue with the instructor to determine whether a mistake had been made and/or to seek further understanding of the basis of the grade.
2. If the student is unsatisfied after the dialogue with the instructor, he/she must meet with the Division Dean to seek further clarification.
3. If the student is unsatisfied after the dialogue with the Dean, he/she may file a Grade Appeal with the Office of Admissions & Records Office (AD/SS-100). California Education Code, 76224 (a); Title 5, California Code of Regulations § 55025, (a) (b) (c) (d); SBCCD Board Policy 4234, and SBCCD Administrative Procedure 4234.

https://www.valleycollege.edu/admissions-financial-aid/admissions-records/policies_and_forms.php