

## California State University, East Bay Grade Appeal Committee

### Student Petition for a Grade Appeal Hearing – Page 1 of 2

The Grade Appeal Committee is the agency through which the University provides a final mechanism for the resolution of student complaints concerning academic grievances. Its procedures are for the purpose of resolving serious cases of grade complaints, those which extend beyond academic judgment and honest differences of opinion, and those for which the normal channels have proved ineffective. It is the responsibility of the student petitioner to make a good faith effort to exhaust the normal channels before seeking a remedy through the Grade Appeal Committee. Ordinarily this would involve a meeting with the person(s) against whom the grievance is alleged, the department chair or appropriate administrator, and the College Dean/Associate Dean or appropriate executive officer. It is the responsibility of the petitioner to obtain the signature of the Dean/Associate Dean below, certifying that a good faith effort was made. A copy of this petition will be sent to each person named in the petition, and to the Department Chair, or appropriate administrator, prior to review by the Grade Appeal Committee. The petition, along with any evidence submitted by the student and any response received from the person(s) named in the petition, will be sent to the Grade Appeal Committee for initial consideration. To expedite the process, please follow the proper steps. The Grade Appeal Committee may dismiss a case or forward it to a Hearing Panel for adjudication depending upon the Committee's assessment of the merits of the case.

Any decision of the Grade Appeal Committee and its Hearing Panels is final.

Except in unusual circumstances, all the steps below should be completed within one quarter after the alleged irregularity occurred. However, Spring Quarter grievances may be submitted the following Fall Quarter. Acceptance of a petition beyond this stated deadline is at the discretion of the Grade Appeal Committee.

**Please Note:** This summary is intended to be a brief step-by-step guide to filing a student petition with the Grade Appeal Committee. For complete details of the process, please see the Grade Appeal Document of the Academic Senate (<http://www.csueastbay.edu/senate/fair.htm>). Information regarding Grading/Academic Standards can be found in the California State University East Bay catalog at: <http://www.csueastbay.edu/ecat/current/i-120grading.html#>.

Steps	Process	Notes/Date
1	<b>Consult with Instructor</b> Student consults with the instructor as the first step in attempting to resolve the matter. If the instructor is unavailable to meet with the student or if no resolution is reached after meeting with the instructor, the student proceeds to <u>STEP 2</u> .	
2	<b>Consult with Chair of Department</b> Student consults with the Chair of the Department in which the instructor teaches. If the Chair is unable to resolve the matter between the student and the instructor, the student proceeds to <u>STEP 3</u> .	
3	<b>Consult with Dean or Associate Dean</b> Student consults with the Dean or Associate Dean of the College (Letters, Arts & Social Sciences; Business/Econ.; Education & Allied Studies; or Science). If the Dean is unable to resolve the matter, the student proceeds to <u>STEP 4</u> .	
4	<b>Consult with Presidential Appointee to Grade Appeal Committee</b> Student consults with the Presidential Appointee to the Grade Appeal Committee (Call (510) 885-3716 for an appointment). The process for completing the <i>STUDENT PETITION FOR A GRADE APPEAL HEARING</i> will be explained.	
5	<b>Complete Student Petition with Signature of Dean/Associate Dean</b> The completed <i>STUDENT PETITION</i> including a Statement of Grievance is then submitted by the student to the Dean or Associate Dean for signature. This signature verifies that the student has consulted with the instructor and Chair and that they are aware of the complaint.	
6	<b>Signed Petition Returned to Presidential Appointee at SA 4500</b> The signed <i>STUDENT PETITION</i> including a Statement of Grievance is then returned to the Presidential Appointee for further processing. Except in unusual circumstances, the petition should be filed no later than one quarter after the matter under consideration has occurred.	

**Note:** A grievance involving discrimination will first be referred to the Office of Risk Management. After the discrimination complaint is resolved by the Office of EOP, the Grade Appeal Committee will consider any potential grade-related aspects of the case.

