



GRADE APPEAL FORM

Students should consider reviewing the CSULB Academic Senate Policy PS 11-09 [Grade Appeal Procedure](#). The grade appeals file must be delivered to department chair/program director within the first 40 instructional days of the regular semester immediately following the semester or special session in which the course was completed, and must include the following.

1. This Grade Appeal Form;
2. A written statement describing the reasons for the appeal and the recommendation for a new grade; and
3. Supporting documents, such as the class syllabus, exams, papers, assignments, or other corroborating documents that show evidence of the alleged improper grading.

Student Name (Last, First, Middle Initial)

Campus ID

Email Address

Telephone

Course Information

Department	Course Subject & Number	Section Number	Instructor	Semester/Session & Year	Assigned Grade	New Grade Requested

Required: Check box to indicate that you have you have discussed the grade appeal with the instructor.

Student Signature

Date



STUDENT NAME: _____

**PRELIMINARY INFORMAL PHASE:
DEPARTMENT CHAIR/ PROGRAM DIRECTOR**

_____ Date Received _____ Date of Consultation with Instructor _____ Date of Consultation with Student

Indicate if the grade appeal was resolved: Resolved Not Resolved

TO BE FILLED OUT IF GRADE APPEAL NOT RESOLVED

Required: Check box if student submitted written request to continue the grade appeal process.
(Deadline is the last day of instruction of the regular semester immediately following the semester or special session in which the course was completed.)

Required: If student submitted request, indicate DATE received.

TO BE FILLED OUT IF REQUEST RECEIVED TO CONTINUE WITH GRADE APPEAL

Optional: Check box if chair/director written recommendation included.

Required: Check box once copies of all materials have been forwarded to instructor and student.

Optional: Check box if instructor submitted a written response. (If so, original must be added to the file and copy sent to the student.)

Required: Indicate DATE file forwarded to the Chair of the Department Grade Appeals Committee.
(Department chair/program director shall forward the appeal to the department grade appeals committee within 10 instructional days of when student submits written request to continue with appeal.)

_____ Dept. Chair/Director Printed Name _____ Dept. Chair/Director Signature _____ Date

FIRST LEVEL OF FORMAL APPEALS PHASE:

DEPARTMENT/PROGRAM GRADE APPEALS COMMITTEE (At least 3 faculty & 1 student member appointed by ASI)

Required: Check box once committee chair has informed all parties in writing of the composition of the grade appeals committee and of the right to preemptory challenge.

Optional: Check box if committee requests clarification, in writing, from the student or instructor.
(Committees shall make information from one party available to the other party within the bounds allowed by Family Educational Rights and Privacy Act and shall allow reasonable time for response (generally 10 instructional days) by the involved parties before rendering their decision.)

COMMITTEE DECISION

(The committee shall reach its decision within 40 instructional days after it receives the appeal, unless instructor or student exercise their right to a preemptory challenge, in which case the committee shall have an additional 10 instructional days. The committee shall prepare a written statement of its decision, including an explanation of its reasoning and a response to the specific issues upon which the appeal is based.)

Indicate Decision:

_____ Date of Committee Decision Appeal Granted (New Grade: _____) Appeal Not Granted

Required: Indicate DATE decision and rationale forwarded to student, instructor, and department chair/program director. (The notification should include deadline to appeal department GAC decision, which shall be 10 instructional days following notification).

Required: Check box if student or instructor submitted written request to continue the grade appeal process. (If received, dept. chair/program director must inform within 5 instructional days the instructor, student, and college dean in writing that the appeal has been filed. The department GAC chair shall within 10 instructional days forward file to college GAC.)

_____ Dept. GAC Chair Printed Name _____ Dept. GAC Chair Signature _____ Date



STUDENT NAME:

SECOND LEVEL OF FORMAL APPEALS PHASE:
COLLEGE GRADE APPEALS COMMITTEE (At least 3 faculty & 1 student member appointed by ASI)

_____ Date Received in Dean's Office _____ Date College GAC Notified

Required: Check box once committee chair has informed all parties in writing of the composition of the grade appeals committee and of the right to preemptory challenge.

Optional: Check box if committee requests clarification, in writing, from the student or instructor. (Committees shall make information from one party available to the other party within the bounds allowed by Family Educational Rights and Privacy Act and shall allow reasonable time for response (generally 10 instructional days) by the involved parties before rendering their decision.)

Optional: If committee recommends department GAC re-consideration, indicate DATE returned to department GAC. (If so, it shall put in writing its rationale (which may involve matters of procedure or substance) and any recommendations it may have (which may include recommendations of substance or procedure, new constitution of the department/program committee, or other recommendations toward realizing a fair evaluation of the matters at issue). The chair of the college GAC shall return the grade appeal file, including the rationale and recommendations of the college committee, to the department/program grade appeals committee for re-consideration and supply copies of the recommendations to all other parties, including the department/program chair.)

If file sent back for re-consideration, indicate DATE returned to college grade appeals committee. (If file sent back for re-consideration, the department/program grade appeals committee shall render its reconsideration within 20 instructional days of receipt of the grade appeal file and shall report, in writing, its response to all procedural faults identified by the college committee and shall put in writing its rationale for its decision on the substance of the grade appeal. The chair of the department GAC shall forward these reports with the grade appeals file to the college GAC and supply copies to all other parties, including the department chair.)

COMMITTEE DECISION
(The committee shall reach its decision within 20 instructional days of receipt of the grade appeals file, unless instructor or student exercise their right to a preemptory challenge, in which case the committee shall have an additional 10 instructional days. The committee shall prepare a written statement of its decision, including an explanation of its reasoning and a response to the specific issues upon which the appeal is based.)

Indicate Decision:

_____ Date of Committee Decision	Confirm decision of department GAC	Disagree with decision of department GAC
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Required: Indicate DATE decision and rationale forwarded to student, instructor, department grade appeals committee, and department chair/program director. (The notification should include deadline to appeal college GAC decision, which shall be 10 instructional days following notification).

Required: Check box if student or instructor submitted written request to continue the grade appeal process. (If received, college GAC shall within 10 instructional days forward file to university grade appeals committee).

If file sent to University Grade Appeals Committee, indicate DATE submitted to Academic Senate.

_____ College GAC Chair Printed Name _____ College GAC Chair Signature _____ Date

TO BE FILLED OUT ONCE FILE IS CLOSED

Required: Once process is finalized, check box once appeal filed for college records. **If file stopped at department level, department chair or ASC must forward file to Associate Dean for Administration.** (Copy of grade appeal file, including copy of grade change, if any, shall be kept by college for five years. All other parties must destroy duplicate materials within 30 instructional days of the final decision).

Indicate the levels of reviews for this grade appeals file.

Preliminary Informal Phase (Department Chair/Director)	First Level Formal Phase (Department GAC)	Second Level Formal Phase (College GAC)	Third Level Formal Phase (University GAC)
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