



# Grade Grievance

Office of the Registrar

1409 N. Walnut Grove Avenue, Rosemead, CA 91770

phone 626-571-8811

fax 626-571-1413

**Student completes Section 1. See reverse for full instructions.**

*Section 1*

Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
Last / Family Name First Name

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Program: \_\_\_\_\_

Term: \_\_\_\_\_ Instructor: \_\_\_\_\_ Course Code: \_\_\_\_\_ Grade Received: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Section 2*

**DEPARTMENT CHAIR**

Date Forwarded: \_\_\_\_\_ Conference Date: \_\_\_\_\_ Granted: *Revised Grade, if Granted* \_\_\_\_\_

Signature: \_\_\_\_\_ Denied \_\_\_\_\_

Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date Complete: \_\_\_\_\_

*Section 3*

**ACADEMIC GRIEVANCE COMMITTEE**

Not Required \_\_\_\_\_ Required - Meeting Date: \_\_\_\_\_ Recommendation of the Committee: \_\_\_\_\_  
Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Section 4*

**DEAN OF ACADEMIC AFFAIRS**

Date Forwarded: \_\_\_\_\_ Conference Date: \_\_\_\_\_ Granted: *Revised Grade, if Granted* \_\_\_\_\_

Signature: \_\_\_\_\_ Denied \_\_\_\_\_

Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date Complete: \_\_\_\_\_

**RECORDS DEPARTMENT**

Date Submitted: \_\_\_\_\_ Date Final: \_\_\_\_\_ Posted By: \_\_\_\_\_ Date Mailed: \_\_\_\_\_

# Grade Grievance Policy and Procedure

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In accordance with the Statement of Student Rights and Responsibilities, this policy describes the procedure by which a student may present his/her grievance on grades or grading practices. Please note that students may not bypass a step without cause.

The grade given to each student shall be determined by the instructor of the course and, in the absence of mistake, fraud, bad faith, or incompetence, the grade issued by the instructor shall be final.

## STEP 1

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A student who questions the grade received shall meet with the instructor who issued the grade to discuss his/her concern. Unless there is cause, this meeting must occur before a grievance may be pursued, and should take place as soon as is practical following the award of the grade, no later than the first Friday of the term immediately following the term in which the grade was assigned.

## STEP 2

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If not satisfied after meeting with the instructor, the student may meet with his/her department chair to discuss the situation and to determine if a Grade Grievance is warranted. If the course of concern is a GE course, the student will meet with the GE Chair. If at the close of this discussion the student decides to continue the process, the student must file a formal Grade Grievance. The Grievance form must be submitted through the Registrar's Office no later than the second Friday of the term immediately following the term in which the disputed grade was assigned.

The department chair will initiate the grievance review within five business days from the date the form is filed. At a minimum, the chair will meet with the instructor of record to discuss the student's concerns, and may require a meeting with all parties in attendance.

The department chair shall inform the student and instructor of record of the decision within five business days following the final meeting, and will return the Grade Grievance form to the Registrar's Office for appropriate action.

In cases where the chair is the instructor of record (Step 1), the Dean of Student Services will substitute for the department chair in Step 2.

## STEP 3

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If either party (student or instructor) is dissatisfied with the decision of the department chair, he/she may request that the Grade Grievance be forwarded to the Dean of Academic Affairs or designee. This request must be made no later than the tenth business day following the date of notification of the chair's decision.

The Dean will initiate the grievance review within five business days from the date the form is forwarded. At a minimum, the Dean will meet with the instructor of record to discuss the student's concerns, and may require a meeting with all parties in attendance.

Upon consideration, the Dean may deem it appropriate to assign the grievance to review by the Academic Grievance Committee, chaired by the Dean of Academic Affairs and including two impartial full-time faculty members, the student's departmental chair, and a student representative or staff member. This committee shall meet within 5 business days of notice to convene. All interested parties should be available to attend.

The Dean or designee shall communicate the decision to all parties within five business days from the date of this meeting. The Dean will return the Grade Grievance form and any related documentation to the Registrar's Office for recording.

The decision of the Dean of Academic Affairs is final.

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A business day is defined as Monday through Friday, excluding official school holidays.