

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)