Glendale Community College
1500 North Verdugo Road
Glendale, CA 91208-2894

Formal Appeal of Assigned Final Grade
Judicial Hearing Request Form

Section A: Student Information

		Date	
Student Name		Student ID #	
Student Address			
Course Name		Term and Year	
Instructor Name		Ticket #	

Section B: Procedures (per Administrative Regulations 4231 and 5530)

STEP 1: Initiating the Grade Appeal Process: Student must file a Student's Change of Grade Request form with the instructor with copies to the division chair and appropriate dean within the next regular semester (Fall or Spring).

List the date form was filed: _____ List the date form was received back from Admissions & Records _____

STEP 2: Informal Resolution (Student/Instructor): Student must meet with the instructor of record to attempt to resolve the issue.

List the meeting time(s) and date(s): and/or List the date(s) of attempts had to schedule a meeting:

_____ _____
_____ _____
_____ _____

STEP 3: Informal Resolution (Student/Division Chair): Should Step 2 fail to resolve the issue, the student may meet with the appropriate division chair to attempt to resolve the issue. The division chair may request a joint meeting with the student and instructor.

List the meeting time(s) and date(s): and/or List the date(s) of attempts had to schedule a meeting:

_____ _____
_____ _____
_____ _____

STEP 4: Administrative Conference (Student/Instructor/Division Chair/Dean): Should the meeting with the division chair fail to resolve the issue, the student may request an administrative conference with the appropriate dean within ten (10) instructional days after the completion of the informal resolution. The dean shall meet with the student, instructor, and division chair jointly or separately to hear the student's complaint and the instructor's response. The dean shall attempt to settle the grievance through compromise, negotiated settlement, or other mutually acceptable resolution.

List the meeting time(s) and date(s): _____ _____

_____ _____

Step 5: Formal Grade Appeal Hearing: Should the administrative conference fail to resolve the issue to the student's satisfaction, he or she may submit a written request for a Formal Grade Appeal hearing within ten (10) instructional days after completion of the administrative conference. The written request shall include the names of the involved parties, state the allegations upon which the grade appeal is based, the specific relief sought, any witnesses or counsel requested, and the signature of the student requesting the Formal Grade Appeal hearing, along with this Judicial Hearing Request Form.

Conditions for Grade Appeal: A student may only appeal a grade or academic decision if he or she is prepared to carry the burden of proving, based on a preponderance of evidence, one or more of the following conditions, as specified in GCC Administrative Regulation 5530 and California Education Code Section 76224(a):

> "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

1. Indicate one or more of these conditions you are basing your grade appeal on:

☐ **Mistake**- an error in calculation, or an error in marking the roll book relevant to grades, or attendance. Additionally, mistakes may occur when physically assigning grades or when grades are scanned into the computer system.

☐ **Bad Faith**- disregarding or changing the basis of assigning grades after publication in the course syllabus or using a system of grading other than that found in the syllabus without prior notification to the students.

☐ **Fraud**- may exist when a grade is based upon some sort of dishonest activity, for example, selling grades or asking students to perform non-relevant activity in exchange for grades.

☐ **Incompetency**- the inability of an instructor to judge a student's performance in the class. A student may claim incompetency when he or she feels the instructor has an impaired ability (due to accident or illness) to adequately judge the student's performance.

2. Indicate the letter grade you are appealing, and the specific relief sought based on the condition(s) indicated above:

Change of grade from _____ to _____

Section C: Attachments to Formal Appeal of Assigned Final Grade Judicial Hearing Request Form:

You must attach a copy of your Student's Change of Grade Request form and any and all documentation/evidence to support your appeal (e.g., syllabus, grades received on exams/assignment, communications with instructor/division chair/dean).

Additional comments to support your allegations and the specific relief sought (you may attach additional pages if needed):

I have read and understand the procedures and conditions for grade appeals outlined in Section B, and have completed Steps 1 -5. I am hereby requesting a formal grade appeal hearing and have included all necessary attachments outlined in Section C.

Student's Signature

Date