



GRADE APPEAL FORM

NAME: _____ DATE: _____
(Last) (First) (MI)

ADDRESS: _____ PHONE: _____
(Number) (Street) (City) (Zip)

BIRTH DATE: _____ COMPTON ID # _____
(Mo) (Day) (Yr)

CRN# _____ COURSE: _____ SEMESTER: _____ YEAR: _____

Grade Received _____ Change To _____ INSTRUCTOR: _____

REASON (You must check at least one reason. You must provide an explanation for each reason checked).

Mistake Fraud Bad Faith Incompetence

STUDENT'S EXPLANATION

Reason for appeal: (Explain fully why you feel your appeal is warranted. Use additional paper if needed)
Documentation to support this appeal must be submitted with this document. You may **not** submit an appeal unless you have completed the Student Grade Change Petition process. You must fully comply with Compton College Administrative Procedures 4231. By completing this appeal, you acknowledge that a copy of this procedure has been provided to you.

I hereby certify under penalty of perjury that the information provided above on this petition, any additional information attached, and any supporting documentation provided is accurate and complete.

Student's Signature

Date

PLEASE SEE REVERSE SIDE



COMPTON COLLEGE OFFICE OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS GRADE APPEAL

STUDENT: Please read the following instructions before completing the grade appeal. This appeal may only be filed if the Grade Change Petition process has been completed and if you meet the criteria to appeal under California law. Appeals must be submitted within 10 business days after notification of denial.

- 1) You must comply with all rules and deadlines in the Appeal Process. A set of procedures will be provided to you. If you have any questions regarding the process, you may direct them to the Office of the Vice President of Academic Affairs.
- 2) Complete the student information section of the appeal. If you do not know your Compton ID number, you may use your social security number
- 3) Complete the course information section. We must know the section number, the course number and name, the semester/term and year the class was taken, and the name of the instructor.
- 4) Before filing a grade appeal, the student must have completed the formal Grade Change Petition to the appropriate dean and have been denied the grade he/she is petitioning. To proceed with a Grade Appeal, the student must attach the Grade Change Petition that was denied and on the Grade Appeal form state the grounds for an appeal. The appeal must be based on an allegation of mistake, fraud, bad faith or incompetency. The student must provide evidence to support either one of those four allegations in order to proceed with the Grade Appeal process.
- 5) You must include the date the petition was denied.
- 6) Provide a complete explanation justifying your reasons for this appeal. Please stay on topic and write legibly.
- 7) Sign and date the appeal.
- 8) Attach any documentation that can support your petition.

California Education Code 76224

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.

Compton College Board Policy 4231 - When grades are given for any course of instruction taught in the Compton Community College District, the grade given to each student shall be the grade determined by the instructor, in absence of mistake, fraud, bad faith, or incompetency, shall be final. A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may appeal the grade within 18 months of the last day of the term in which the grade was given.

Procedures for appeal have been developed by the President/Superintendent or his designee in collegial consultation with the Academic Senate.

Supporting documentation must be attached to process the Grade Change Appeal.

AUTHORIZED USE ONLY
GRADE APPEAL PANEL'S DECISION AND COMMENTS

[Empty space for Grade Appeal Panel's Decision and Comments]

Date: _____

Chair

Faculty Member

Student Representative

Dean

Faculty Member

Student Representative