



School of Continuing Education

Grade Appeal Request

(No more than one grade appeal request per petition)

EXPLANATION OF PROCESS ON THE BACK OF THIS FORM

Name: _____ Phone Number _____ Student ID: _____
(Print) Last First

Mailing Address: _____
Number Street City Zip

I request that my: _____ in _____
Grade Course CRN

with _____ taken during _____ term in _____ be reviewed.
Instructor year

Appeals are limited to situations in which a student believes a grade was issued based on bad faith, incompetency, or an administration error. The reason for my request is based on the following:
Please provide comments:

If more space is needed, please attach additional pages.

Student's Signature: _____ Date: _____

Instructor's Recommendation and Comments: (Level One Appeal)

I approve of the change of grade to: _____
(Instructor: Please notify student and return the pink copy to the Registrar's Office and Program Manager as shown below.)

Appeal Form Received by Registrar's office:
date: _____ by: _____

I do not approve of the change of grade.
(Instructor: Please notify and return the original and pink copy to the student. Please forward the blue copy to the Program Manager and retain the yellow for your records.)

Comments: _____

Instructor's Signature: _____ Date: _____

Grade Appeals Committee Review: (Level Two Appeal)

Change of grade approved. Change grade to: _____
(Appeals Committee: Please notify student and forward form to Student Records Coordinator)

Appeal Form Received by Registrar's office:
date: _____ by: _____

Change of grade denied.
(Appeals Committee: Please notify student and forward form to Student Records Coordinator)

Student Notified on: _____ by _____

Appeals Chair Signature: _____ Date: _____

Office Use Only

Archived: _____ Permanent Record Updated: _____ by: _____ Date: _____

Grade Appeal Request Guidelines

The School of Continuing Education recognizes the legal right of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is the final authority in determining grades that are assigned to students and that appear in their permanent academic records. Students have a right to inquire how their grade was determined.

- In general, all course grades are final when filed by the instructor in the end-of-term course grade report. Students have access to their end-of-term grades via myGateway (<http://mygateway.nocccd.edu>). These grades become a part of the official record.*
- Students have the right to formally appeal the final grade in a course. As per *California Education Code Section 476224(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 mistakes, fraud, bad faith, or incompetency,**
- shall be final. Appeals are limited to situations in which students believe the grade is prejudicially, capriciously, or arbitrarily assigned.*
- Requests for a grade change should be initiated by students during the next term but no later than **one year following the award of the original grade.** If the instructor determines that there is a valid basis for the change, the instructor will notify the Student Records Coordinator.*
- If the instructor determines there is not a valid basis for the change and denies the student's request, students may proceed to the Level Two appeals process described below.*

Instructions for Appeals Process

Level One Appeal (Instructor/Student)

- If you wish to appeal the instructor's decision, please submit the original form in person or by mail to the Registrar's Office, located at the Wilshire Campus. In addition, you can deliver the form to any SCE campus (Anaheim, Cypress, Wilshire) for delivery by interdistrict mail. The Registrar will forward the request to the appropriate program manager. If instructor is not teaching at the time or no longer employed by the district, the Level Two process will be used.
 - The instructor or program manager will notify you of the decision within 30 calendar days of receipt by the program manager.
 - If the instructor has approved your request, the form is signed by the instructor and forwarded to the Registrar's Office for correction to your academic record.
 - If the instructor denies the request, they will indicate so and provide comments on the form and return the original and pink copy to you. If you are dissatisfied with the outcome, you may proceed to Level Two Appeal.

Level Two Appeal (Grade Appeals Committee)

- If you wish to appeal the instructor's decision, please submit the original form in person or by mail to the Registrar's Office, located at the Wilshire Campus. In addition, you can deliver the form to any SCE campus (Anaheim, Cypress, Wilshire) for delivery by interdistrict mail.
- A decision will be made within 30 calendar days. You will be notified of the decision by a member of the Appeals Committee.
- If the final decision is unfavorable to the student, you may add a written statement of your objections which will become a part of your academic record. A notation of your objection will be included on your official transcript. You may submit a written statement to the Registrar's Office.

For information or questions, contact:

Student Records Coordinator (714) 992-9514
Registrar (714) 992-9502