

## **Procedure to Appeal a Final Grade**

*\*In order to change a final grade received in a class, a student must **prove** that capricious grading has taken place.*

What is capricious grading?

Any of the below constitutes capricious grading:

- ② Failure to notify students in a clear and timely manner as to the basis for determination of grades.
- ② Substantial departure from the instructor's previously announced standards for grading.
- ② Assignment of a grade on some basis other than the student's performance in the course.
- ② Demonstrable evidence of discrimination or prejudice in assignment of the grade.
- ② Other evidence of inconsistent inequitable standards for grade assignment (arbitrary grade assignment).

*\*I feel my instructor has violated one or more of the above standards.  
What do I do now?*

### **Step 1**

A written statement of appeal must be filed with the instructor within the first four weeks of the next semester.

(A semester in the case of a grade appeal is fall and spring. Therefore, if you are appealing a grade you received in the fall you must appeal the grade in spring, not during the month long winter term. To appeal a grade received in winter, contact the instructor in the spring term. To appeal a grade received in summer, contact the instructor in the fall term.)

The letter to the instructor should be very detailed as to why you believe capricious grading has taken place and what you believe your grade should be in the class.

You must also present them with a "Grade Appeal Procedure Form" along with your statement. (You can get a form from the Student Advocate located in ASI or online at [www.csustan.edu](http://www.csustan.edu))

### **Step 2**

The instructor must respond in writing within 15 working days of receipt of the appeal, indicating acceptance or denial of the students requested grade change.

If the instructor denies the appeal or fails to respond in writing the student must submit the written appeal to the department chair within 15 working days.

### **Step 3**

Upon receipt of the appeal, the chair calls a grade appeal committee to order (in consultation with the instructor and student) within 15 working days.

The committee must consist of one faculty member from the department, one faculty member from outside the department and the president of the Associated Students or designee.

### **Step 4**

Once the committee has been formed, they have 20 working days to complete its review of the appeal. The committee must be provided with all documents related to the appeal.

Following review, the committee will either reject the appeal or judge that there is reasonable doubt about the correctness of the grade and initiate a hearing.

## **Hearing Procedure**

- ② The student and instructor may attend, give evidence, call witnesses and be advised by a member of the faculty or student body. The hearing is closed to the public. Efforts may be made to resolve the matter by extra-procedural settlement at any time.
- ② The student presents his/her evidence.
- ② Committee determines whether or not there is sufficient evidence to proceed. If not, hearing is terminated and the instructor's grade stands.
- ② If committee continues the hearing, the instructor presents a rebuttal.
- ② Committee deliberates privately.
- ② Chair informs the student, instructor, and department chair of its findings.
- ② If the appeal is approved, the instructor is expected to change the grade to the grade recommended by the committee; if the instructor refuses, the department chair has the authority to inform the registrar in writing to change the grade to the grade recommended by the committee (the transcript will reflect that the grade was changed as a result of administrative action).

*\*The preceding information has been compiled for students as a guide to complete the grade appeal process. To view the grade appeal policy in its entirety please refer to the California State University, Stanislaus catalog.*