GRADE CHALLENGE FORM

Name: _______________________________ Student ID: ______________________

Address: ______________________________ Day Phone: ______________________

Cit/State/Zip: ___________________________ Evening Phone: ____________________

Email: ___________________________________________________________________

I am challenging the final grade of ______ received in __________________________________

grade title of course

____ -- ____ -- _____ in __________________ with ____________________________________________
course# dept# section# quarter and year professor

I have read the Grade Challenges section of the Student Handbook. I understand that the student bears the full burden of proof that there are sufficient grounds for changing a grade. This proof must consist of a written statement and supporting documentation. Any challenge submitted without supporting material will be automatically denied.

I would like my grade to be: ______. I am challenging the final grade on the grounds that:

☐ The methods or criteria for evaluating academic performance, made explicit by the instructor at the beginning of the course, usually in a course syllabus or as subsequently modified with the majority consent of the students, were not applied in determining the grade.

☐ The grade was determined or influenced by criteria other than those explained by the instructor or by criteria not relevant to academic performance.

☐ The instructor applied predetermined criteria unfairly which may include but not be limited to the following items:
  • The instructor’s evaluation of academic performance so exceeded the reasonable limits of the instructor’s discretion as not to be acceptable to the instructor’s peers.
  • Predetermined criteria were not explained at the beginning of the quarter.
  • The instructor unreasonably ignored the General Policies on Grading or the guidelines for dealing with plagiarism as stated in the current Faculty Handbook.

I have discussed the grade with the instructor within the time period stated in the Procedures for Filing a Grade Challenge section of the Student Handbook: Yes ______ No ______

I understand that the decision of the Grade Challenge Review board is final, and I will abide by that decision.

_________________________________________ ____________________________
Signature Date

For office use only:
Date submitted to College of CDM: ________________ Date forwarded to Review Board: ____________