

**AP 4231**

**YUBA COMMUNITY COLLEGE DISTRICT  
GRADE APPEAL FORM**

Within the semester following the posting of a disputed grade, and after having attempted to resolve the issue by working directly with the instructor of record, and subsequently with the instructor’s supervisor, a student has the option to file an appeal with the Academic Senate Standards Sub-Committee. This form and all attached material will serve as the information used to make a judgment on the appeal.

Student: \_\_\_\_\_  
First Name Last Name Colleague ID#

Mailing Address: \_\_\_\_\_  
Street or PO Box City State Zip

Telephone Number(s): ( ) \_\_\_\_\_ or ( ) \_\_\_\_\_

Semester: SU FA SP Course: \_\_\_\_\_  
Select One Year

Site: YC CLC WCC Instructor: \_\_\_\_\_ Grade Received: \_\_\_\_\_  
Select One College/Campus First Name Last Name

Education Code Section 76224(a) states: “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 incompetence shall be final.”

I am writing to appeal my final posted grade by the instructor of record based on the evidence of mistake, fraud, bad faith, or incompetence as documented below:

Complete each of the following steps:  
Explain rationale (use additional sheets if needed):

See additional supporting documentation. The number of sheets attached \_\_\_\_\_

I spoke with the instructor on \_\_\_\_\_ attempting to resolve this issue.  
List Date

I spoke with the dean/director on \_\_\_\_\_ attempting to resolve this issue.  
List Date

State your proposed remedy to the situation \_\_\_\_\_

“I certify that the above information and additional attachments are correct to the best of my knowledge.”

\_\_\_\_\_  
Student Signature Date

*Student – When completed, please submit to the supervising dean/director of the instructor named on this form.*

**Verification of Attempt to Resolve the Issue Informally – Completed by supervising dean/director**

I verify that the above named student discussed his/her grade situation with the course instructor, and subsequently met with me. I attempted to resolve the issue between the instructor and the student but was unable to do so: I have included (a) separate statement regarding my review of the situation and (b) any information I have from the instructor related to this matter.

\_\_\_\_\_  
Dean/Director Signature Date

*Dean/Director – When completed, please submit the original to the Academic Senate President and a copy to the VP Academic and Student Services.*

*The Chair of the Academic Senate Standards Sub-committee, will review the appeal, along with the information from the course instructor, and render a decision within 30 days. The student will be notified by the Academic Senate of the decision. The committee’s decision can be appealed to the Board of Trustees should the student desire a closed session hearing before the Board of Trustees. Arrangements for such a hearing will be made through the Office of the College President.*

*Revised 5/31/06; 9/21/06; 10/22/07; 1/2/09*