



OHLONE COLLEGE
STUDENT APPEAL FOR GRADE CHANGE

CALIFORNIA STATE REGULATION REGARDING GRADE CHANGES

State of California Code of Laws and Regulations – TITLE 5. Education – Division 6. California Community Colleges – Chapter 6. Curriculum and Instruction – Subchapter 1. Programs, Courses, and Classes – Article 2. Grading and Academic Record Symbols – §55025.

Grade Changes – (a) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

IF YOU WISH TO REQUEST A GRADE CHANGE UNDER THIS STATE REGULATION, PLEASE COMPLETE THE INFORMATION BELOW AND SUBMIT IT TO THE APPROPRIATE DIVISION DEAN. All requests for a grade change must be made within one year from the date that the grade being questioned was first posted to the student’s record.

Student Name: _____
(Print Last Name, First Name, Middle Initial)

Address: _____
Street City Zip

Home Phone: _____ Cell Phone: _____

Student ID Number: _____ Email Address: _____

Course Involved: _____

Semester Offered: _____

Faculty Member’s Name: _____

EXPLAIN THE REASON FOR YOUR REQUEST WITHIN THE CONTEXT OF STATE REGULATION (mistake, fraud, bad faith, or incompetency). Attach additional pages for explanation or any materials you want to support your request.

RESOLUTION SOUGHT _____

DATE _____ STUDENT’S SIGNATURE _____

A. In any course offered at Ohlone College, the instructor of the course shall determine the grade earned by each student in accordance with grading symbols authorized for use by the Education Code of California and adopted by the Board of Trustees of Ohlone College. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. Procedures for the correction of grades given in error shall include expunging the incorrect grade from record.

B. A change in the student's letter grade to "P" or "NP" will be made in the Admissions and Records Office if the student elected to take the class under the "PASS/NO PASS" policy.

C. A change in the student's grade(s) may be made in accordance with the College policy on Course Repetition.

D. Appeals Process

In all cases an appeal for a grade change must be filed within one year of the date that the grade in question was posted to the students' record.

I. When instructor is available:

1) Speak with the faculty member first. However, if the student is uncomfortable speaking with the faculty member, then the student should meet with the Dean. If the Dean decides not to recommend the student speak directly to the faculty member, the Dean holds a meeting with the faculty member and the student.

2) If the student charges mistake, fraud, bad faith, or incompetence, a Grade Change Request Form must be completed and submitted to the Dean. The Dean will review the matter, consulting all involved and render a finding.

2.a. If the Dean finds there is a basis for a grade change, the Dean will bring the matter to the Vice President of Academic Affairs for action.

2.b. If the Dean finds there is no basis for a grade change, the student may appeal to a sub-group of the Academic Appeals Committee made up of its faculty members.

3) If the student disagrees with the Dean's finding, the student may request that the case be considered by the faculty members of the Academic Appeals Committee. That group will consider the case and render a decision.

4) If the student disagrees with the decision of the Academic Appeals Committee the student may appeal to the Vice President of Academic Affairs, who will consider all relevant information and render a decision which is final.

II. When the instructor is unavailable (all reasonable attempts have been made to contact the instructor, or the instructor is deceased):

1. If the instructor is unavailable, the Dean will assemble a committee consisting of a minimum of three other faculty members, preferably in the same department as the instructor who issued the original grade, may be chosen to evaluate the formal evidence that the student has presented.

2. After the committee has reported to the Dean, the Dean will meet with the student to discuss the findings of the committee. Steps 2 – 3 in Section D.1 above would then apply.

III. In all cases, if it is determined that a student's grade or enrollment status should be changed, the action will require that the faculty member(s) involved be notified.