

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT STUDENT GRADE APPEAL FORM**  
**FORMAL APPEAL:** The grade dispute is unresolved. I am proceeding with the formal appeal process.

Name:		Date:
Student ID/SSN		Phone:
Street Address:		
City:	State:	Zip:

Course Prefix & Number:	Course Title:
Instructor Name:	Term Course Was Taken:

**Student's Statement:** Following the provisions of the Student Grade Appeal Process, I am appealing the grade of \_\_\_\_\_ that I received in the course cited above.

A. As part of the informal appeal process:

☐ I met with the instructor on \_\_\_\_\_  
Date Instructor/Designee Signature Date

☐ The instructor is no longer available

B. I met with the Department Chair or designee on \_\_\_\_\_  
Date Department Chair/Designee Signature Date

C. ☐ I choose to bypass the formal process.

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**STEP 1:** Student's Written Statement and basis for this appeal is (Check all that apply)

\_\_\_\_\_ Mistake \_\_\_\_\_ Incompetence \_\_\_\_\_ Bad faith \_\_\_\_\_ Fraud

☐ I have attached my statement describing the basis for my appeal (required). \_\_\_\_\_  
Student Signature Date

☐ I have met with the Division Dean. Results of this meeting: ☐ Resolved ☐ Unresolved

\_\_\_\_\_  
Dean/ Designee Signature Date

A copy of this form and attachments were provided to the instructor or in the instructor's absence, the department chair or designee by the Division Dean or designee on \_\_\_\_\_ (Date).

If the grade appeal is unresolved after Step 1, the student may proceed to Step 2 within 5 works days of meeting with the Division Dean or designee.

**STEP 2: Investigation:** Date Filed: \_\_\_\_\_ Results of Investigation: ☐ Resolved ☐ Unresolved

**An investigation shall be conducted within 30 work days of the Step 2 filing date. If the grade appeal is unresolved after Step 2, the student may proceed to Step 3 within 5 work days of receipt of the determination from the investigation.**

☐ Summary of investigation and findings is attached.

\_\_\_\_\_  
Signature Director of Admissions & Records Date

**STEP 3: Hearing:** Date Filed: \_\_\_\_\_ Results of Hearing: ☐ Appeal Granted ☐ Appeal Denied

☐ Summary of Hearing determination is attached. ☐ Student and faculty were notified on \_\_\_\_\_(date)

\_\_\_\_\_  
Chair, Grade Appeal Committee Date

☐ Change of Grade Form (if applicable) submitted to Admissions and Records: \_\_\_\_\_ (date)