



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Academic Grievance Appeal Form

Division Of Academic Affairs

Before a student may initiate a formal Grade Appeal based on a clerical error, capricious or prejudicial evaluation, inconsistent or inequitably applied evaluation standards, he or she **MUST** attempt to resolve the issue informally. All other Academic appeals, including findings of academic dishonesty, shall proceed immediately to the Formal Appeal Process, outlined in Section III. B. of the Grade Appeals/Academic Grievance Policy. Before filing this Academic Grievance Appeal Form, please read Cal State LA's Grade Appeals/Academic Grievance Policy in its entirety:

<http://www.calstatela.edu/undergraduatestudies/grade-appealsacademic-grievances>

Please note that electronic copies will not be accepted. If you cannot bring the document in person, please mail it to our office as follows:

California State University, Los Angeles Office of
Undergraduate Studies
5151 State University Drive Los
Angeles, CA 90032-8253

Personal/Contact Information:

Name: _____ CIN #: _____
Major: _____ College: _____
Cal State LA Email Address: _____ Mailing Address: _____
Phone: _____

A. For Grade Appeals (one form should be completed for each course by the individual student)

Course Number: _____ Course Title: _____
(e.g.....ART 101, or BIOL 459)
Term Course was taken: _____ Instructor: _____

B. For all other Academic Grievances

Briefly describe the decision being appealed: _____

Date of decision: _____

Note: Attach notification, if written.

Person who made decision: _____ Title/Position: _____

I. I am appealing this grade/decision because:

- I believe there was a clerical error (for example; grade was entered or calculated incorrectly).
- I believe there was capricious or prejudicial evaluation of my work.
- I believe there were inconsistent or inequitably applied standards for evaluation.
- I am disputing a finding of academic dishonesty that was made against me.
- I believe this is a case of discrimination or harassment based on legally protected status and/or related retaliation, *i.e.* Age, Disability (physical or mental), Gender (or sex), Gender Identity (including transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), Sexual Orientation, sex stereotype, and Veteran or Military Status (these cases will be referred directly to the Title IX Coordinator).

Note: These are the only justifications that may be given for an academic grievance or a grade appeal. In order for a grievance or appeal to be filed, one or more of the boxes above must be selected.

2. Before a student may initiate an appeal, they must attempt to resolve the issue informally. Have you attempted to resolve this matter with the instructor?

Yes

- Please explain how you attempted to resolve the issue and what the results of the informal process were. Please attach any evidence.

No

- If you indicate no, please note that your application will not be reviewed without this informal step.

3. If a student is unable to resolve the problem with the instructor, they should discuss the assigned grade with the department chair or associate dean of the College (if the department chair is also the instructor). Have you attempted to resolve this by discussing the problem with the department chair or associate dean?

Yes

- Name of the chair (or associate dean): _____
- Please explain how you attempted to resolve the issue and what the results of the informal process were. Please attach any evidence.

No

- If you indicate no, please note that your application will not be reviewed without this informal step.

Disclosure Statement

OPTIONAL

The University Academic Appeals Board includes student member(s). These members may participate in an academic appeal ONLY if you consent to this.

I hereby authorize student members of the University Academic Appeals Board to have access to information and materials contained in my University records.

Signature

Date

For all appeals:

1. Please make your case clearly and succinctly in a typed/word-processed statement that is no longer than 2 pages in length. The board will make its decision about how to proceed based on the evidence and rationale that you provide in this written statement.
2. In addition to the 2 page statement, you may submit supporting documentation (such as the course syllabus, exams, papers, assignments or other corroborating documents).
3. Provide a copy of the grade report of notification or notification of the decision being appealed (for all other academic appeals).

Note: The policy states that the Board shall determine, within twenty (20) days of receipt of the written request, whether or not the grievance or appeal warrants further review. The twenty (20) day timeline does not begin when the grade appeal is submitted to the Office of Undergraduate Studies, but when the University Academic Appeals Board (UAAB) is in receipt of the request. The UAAB receives all grade appeals one (1) week prior to the scheduled UAAB meeting.

Signature

Date

Reminder: Keep a duplicate set of this form and all attachments! File original copy of this form and attachments in the office of the Provost and Vice President for Academic Affairs, Admin 713. If you need assistance in preparing this appeal, please contact the Office of Undergraduate Studies, Admin 725.