



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 CSULA's Grade Appeals/Academic Grievance Policy in its entirety. http://www.calstatela.edu/univ/stuaffrs/jao/doc/grade\_appeal\_policy.pdf

Personal/Contact Information:

Name: \_\_\_\_\_ CIN #: \_\_\_\_\_
Major: \_\_\_\_\_ College: \_\_\_\_\_
Email Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_
Phone: \_\_\_\_\_
Alt. Phone: \_\_\_\_\_

A. For Grade Appeals

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_
(e.g. ...ART 101, or BIOL 459)
Quarter 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 am appealing this grade/decision because I believe that it is

- Based on clerical error.
Based on capricious or prejudicial evaluation of my work.
Based on inconsistent or inequitably applied standards for evaluation.
I am disputing a finding of academic dishonesty.

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

**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, please attach the following:

- 1) A copy of the grade report (for academic appeals) or notification of the decision being appealed (for all other academic appeals).
- 2) A written statement (not to exceed 2 pages) clearly presenting the basis for the appeal.
- 3) Any documentation that supports the appeal (such as the course syllabus, exams, papers, assignments or other corroborating documents).

\_\_\_\_\_  
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 room Admin 713. If you need assistance in preparing this appeal, please contact the Student Judicial Affairs Officer, Student Affairs 117.