



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Grade Appeal/ Academic Grievance Form

Division of Academic Affairs

Please note that before a formal Grade Appeal/Academic Grievance Form can be filed, you (the student) must attempt to resolve the dispute informally. If you are appealing a grade, you must contact the instructor who assigned the grade and discuss your objection with him/her before filing this appeal. For all other academic grievances, you must contact the person(s) responsible for the decision being appealed. If you are unsure whom you should contact, consult with the person who notified you of the decision.

Before filing this Grade Appeal/Academic Grievance Form, please read CSULA's Grade Appeal/Academic Grievance Policy in its entirety.

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

- Erroneous.
Based on capricious or prejudicial evaluation of my work.
Based on inconsistent or inequitably applied standards for evaluation.

Note: These are the only three 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.

OPTIONAL

Student Grievance Committees include student member(s). These members may participate in an academic appeal ONLY if you consent to this.

I hereby authorize student members of the Student Grievance Committee to have access to information and materials contained in my University records.

Signature

Date

For all appeals -

Attach a statement (not to exceed 2 pages) that details the reason for the appeal, and the evidence in support of the claim(s) made. In addition to the statement, attach all documents (e.g. graded exams, course syllabus, or assignments) that are relevant to this appeal.

Signature

Date

Reminder: Keep a duplicate set of this form and all attachments! File original with the Dean's Office in the appropriate college. If you need assistance in preparing this appeal, please contact the Student Judicial Affairs Officer, Student Affairs 117.