COLLEGE OF THE CANYONS
26455 Rockwell Canyon Road
Santa Clarita, CA 91355 Phone: (661) 362-3280

GRADE REVIEW PETITION

Please see attached Board Policy 5533.

Section A: Information to be Completed by Student

Today's Date: _____ Student ID# _____

Student's Name: _____
Student's Email: _____ Student's Phone: _____

Student's Address: _____
_____

Instructor's Name: _____

Course: _____ Term: _____ Section #: _____

Request to Extend 180-Day Deadline: Submit to Chief Student Services Officer

- ❑ Per Board Policy 5533.2.B.1, student requests extension of 180-day deadline to file grade review petition. Attach written justification.
- ❑ Extension Approved By: _____ Date: _____
  Due Date for Filing: _____
  Extension Denied By: _____ Date: _____

STEP I: Informal Resolution (Student/Instructor): Student must meet with the instructor of record to attempt to resolve the issue. The instructor of record shall complete the following:

- ❑ Petition Approved. Instructor returns this form to A&R Office along with a grade change form. Grade Changed - From: _____ To: _____
  Instructor's signature: _____ Date: _____
- ❑ Petition Denied. No change in grade. Return to student with written report of meeting.
  Instructor's signature: _____ Date: _____

STEP II: Grade Challenge Hearing (Student/Instructor/Division Dean or Dept. Chair): Should Step I fail to resolve the issue student shall meet with the instructor of record, appropriate division dean and/or the department chair (as determined by the division dean). The division dean shall submit a written report to the student and complete the following:

- ❑ Petition Approved. (Division Dean returns to Admissions)
  Grade Changed From: _____ To: _____
  Instructor's signature: _____ Date: _____
- ❑ Petition Denied. No change in grade. Return petition to student. Division Dean sends written report to Chief Student Services Officer/Vice President, Student Services – for information only.
  Instructor's signature: _____ Date: _____
  Div. Dean/Dept. Chair signature: _____

STEP III: Appeal to the Grade Review Committee: Student may submit to Chief Student Services Officer/Vice President, Student Services. Should Step II fail to resolve the issue the student may appeal to the Grade Review Committee (GRC), by way of the petition. The student shall submit this petition and the written report from the division dean to the Chief Student Services officer/Vice President, Student Services, who shall convene the committee, at which the student's attendance is required.

- ❑ Student requests formal hearing by Grade Review Committee

Student's signature: _____ Date: _____

The Grade Review Committee will render a written opinion on the matter within fourteen (14) calendar days of concluding its process. Copies of the opinion will be forwarded to the student and the faculty member in question.

- ❑ Written Decision Attached.
- ❑ Petition Approved. Refer to Board of Trustees. Date: _____
- ❑ Petition Denied. No change in grade. Return to student.
  GRC Chair's signature: _____ Date: _____

For Office Use Only

If Approved: Date Grade Change Processed in Admissions and Records: _____
Date Mailed to Student: _____
Initials: _____

BOARD POLICY 5533: STUDENT GRADES OR GRADING REVIEW POLICY

5533.1 Introduction

California Education Code Section 76224, quoted below, states the conditions upon which grades or grading may be questioned.

"When grades are given for any courses of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

Students may ask that final course grades be reviewed under the guidelines stated in this policy.

5533.2 Conditions under which final grades may be reviewed

A. The course grade to be reviewed must be an evaluative grade as defined in Santa Clarita Community College District Policy 5900.
B. Final grade review must be requested by the student in writing, using the appropriate College form, within 180 calendar days from the posting of the final grade.
    1. Students may petition to the Chief Student Services Officer for an extension of this time limit. Petitions must be based on upon extenuating circumstances as defined in Title 5 Section 55045(B), and be received within 180 calendar days from the posting of the final grade.
C. Grades may only be reviewed within the following context:
    1. Mistake - defined for the purposes of this policy as an error in calculation, or an error in marking the roll book relevant to grades, or attendance. Additionally, mistakes may occur when physically assigning grades or when grades are scanned into the computer system.
    2. Bad Faith - defined for the purpose of this policy as disregarding or changing the basis of assigning grades after publication in the course syllabus or using a system of grading other than that found in the syllabus without prior notification to the students.
    3. Fraud - for the purpose of this policy may exist when a grade is based upon some sort of dishonest activity, for example, selling grades or asking students to perform non-relevant activity in exchange for grades.
    4. Incompetency - defined for the purpose of this policy as, but not limited to, an instructor who is not able to judge a student's performance in the class. A student may claim incompetency when he or she feels the instructor has an impaired ability (due to accident or illness) to adequately judge the student's performance.

D. Students possess evidence that the final grade was determined based upon one of the criteria in 5533.2.C above.

5533.3 Review Procedure

5533.3.A Step I

A student who believes the final grade received was due to mistake, fraud, bad faith, or incompetency shall meet with the faculty member in an attempt to resolve his/her concern.

5533.3.B Step II Hearing

In the event Step I fails to resolve the concern, the student shall meet with the faculty member, the appropriate division dean, and/or the department chair (as determined by the division dean).

1. During this meeting thestudent must produce a preponderance of evidence that the final grade was determined based upon one of the criteria in 5533.2 above.
2. Student may be accompanied by representation at the student's expense.
3. The division dean shall produce a written decision on the matter within fourteen (14) calendar days. Copies of the decision will be forwarded to the student and the faculty member in question.

5533.3.C Step Ill Appeal

In the event Step II fails to resolve the concern, the matter may be appealed to the Grade Review Committee (GRC).

1. The GRC shall be comprised of the following:
    a. The chief student services officer, or designee, who shall serve as chair,
    b. The chief instructional officer or designee,
    c. The Associated Student Government President or designee,
    d. Two faculty members (not associated with the matter) appointed bythe Academic Senate President.
2. The GRC may do the following:
    a. Hear testimony relevant to the matter,
    b. Review the findings of the division dean, faculty member (if available), and department chair.
    c. Review course work and other relevant materials, and
    d. Conduct its own review.
3. The GRC will render a written opinion on the matter within fourteen (14) calendar days of concluding its process. Copies of the opinion will beforwarded to the student and the faculty member in question.

4. In the event the student fails to attend the hearing, and has no extenuating circumstances, the GRC will consider the matter closed. The original grade issued by the instructor will remain as the final grade.
5. The decision of the GRC to not change the grade will be final.
6. In the event the GRC recommends a change of grade, and the faculty member disagrees, the decision will be forwarded to the Board of Trustees for reviews and disposition.

Board Approved: August 10, 2016

Next Review Date: Fall, 2021